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One of a series of monographs on college unions, this publication focuses on the administration and operation of college unions in the United States, Canada, Australia, New Zealand, and Japan. The seven general areas covered by this survey are (1) Physical plant, (2) Organizational structure, (3) Professional staff, (4) Financial operation of the union, (5) General union policies, (6) Relation of union to other college or university departments, and (7) Facilities. Results are mainly descriptive of current practices in 40% of member unions of The Association of College Unions--International; they are not prescriptive, and are often at odds with Association philosophy by virtue of many unions being in formative and experimental flux. (BP)

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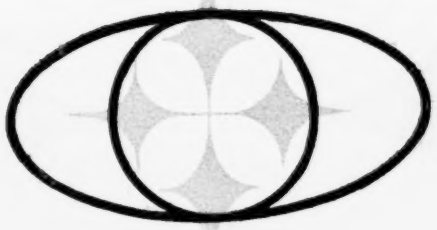
COLLEGE UNIONS AT WORK



50TH ANNIVERSARY MONOGRAPH SERIES OF THE ASSOCIATION OF COLLEGE UNIONS-INTERNATIONAL

CG 003 729

Administration and Operation of The College Union

1

By BORIS C. BELL

ROLE OF THE COLLEGE UNION

"1. The union is the community center of the college, for all the members of the college family — students, faculty, administration, alumni, and guests. It is not just a building; it is also an organization and a program. Together they represent a well-considered plan for the community life of the college.

"2. As the 'living room' or the hearthstone' of the college, the union provides for the services, conveniences, and amenities the members of the college family need in their daily life on the campus and for getting to know and understand one another through informal association outside the classroom.

"3. The union is part of the education program of the college.

"As the center of college community life, it serves as a laboratory of citizenship, training students in social responsibility and for leadership in a democratic society.

"Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

"In all its processes it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects.

"4. The union serves as a unifying force in the life of the college, cultivating enduring regard for and loyalty to the college."

—Adopted by the Association general membership in 1956.

Administration and Operation of the College Union

By

BORIS C. BELL

The second publication

in the

Golden Anniversary Monograph Series

COLLEGE UNIONS AT WORK

William E. Rion, Editor

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Preface

COLLEGE UNIONS AT WORK constitutes a series of monographs on college unions. Recognizing the Golden Anniversary of the Association of College Unions-International, this series is designed to provide helpful information concerning the operation and management of various phases of the college union. This is the first publication in the series. Subsequent papers are expected to include such subjects as outing activities and facilities, art, college union planning, recreation areas, and food service operations.

In order to make available the vast wealth of information resulting from this study, the seven major sections are presented to the reader in two different forms. The first portion contains a text for each of the seven sections, with each section having three major sub-heads: Introduction, Major Descriptive Findings, and Conclusions. The second portion, also divided into the seven major sections, provides more information in the form of 161 tables which describe in detail the results of this project. For ease of reading and for ready reference, the tables are arranged in the same order as the subject matter is presented in the text.

In their dedication to the principles and the purposes of the college union and in their eagerness to assist others in the development of unions on their campuses, the members of the ACU-I have prepared this series. Grateful appreciation is extended to the authors, the respondents to questions and surveys, and to Chester A. Berry, Stanford University, and Porter Butts, University of Wisconsin, members of the editorial board of this series. Their cooperation, assistance and patience has made this series possible.

William E. Rion, Editor
Director, Florida Union
University of Florida

About the Author

Mr. Boris C. Bell is Director of Student Activities and Memorial Union at the University of Rhode Island. Following receipt of his BS and MS degrees from West Virginia University, he was a teacher-coach in secondary schools of that state. Prior to assuming his present position in 1959, he served as Director of the West Virginia University Union for six years.

Mr. Bell has served the Association of College Unions-International as a Regional Representative and as a member of various committees. He is the author of "These Are Our Best -- A Collection of Outstanding Union Programs," published by the ACU-I in 1959.

Acknowledgement

In the two years which were required to develop and analyze this survey, important assistance was provided by a number of union directors. Those who participated in the project's pilot study were valuable to the formulation of the questionnaire used to gather operational data. The encouragement and support of the Association's Executive Committee and Chester Berry, chairman of the Golden Anniversary Committee, provided both direction and incentive to carry the project through to its conclusion. Also appreciated is the role played by William E. Rion, Monograph Series Editor, in guiding the survey's results through the publishing stage.

The author is especially grateful to the Association's Editor of Publications, Porter Butts, for his very substantial assistance throughout the development of the project. His thoughtful and extensive suggestions and recommendations have added materially to the quality of this study.

--B.C.B.

Introduction

Charting the progress of the rapidly expanding college union movement has become a popular pastime in recent years. Various approaches dealing with many aspects of the complex college union have been used in this continuous effort to examine its philosophies, objectives, functions, operational methods and standards, program fundamentals, etc. This study represents a third effort in the past thirteen years to survey college union operational and building data. It undertakes to make comparisons wherever possible with data provided in previous operational studies conducted by Edgar A. Whiting (1951) and Abe L. Hesser (1957), and to develop a pattern of documentation which might readily adapt to future study efforts in this area.

A twenty-five page questionaire was used to collect the data for the study. This survey instrument probed broadly throughout the complex operational aspects of the college union and gave coverage to seven general areas. These areas included: Physical Plant, Organizational Structure, Professional Staff, Financial Operation of the Union, General Union Policies, Relation of Union to Other College or University Departments, and Facilities.

A pilot study was conducted prior to the main study, with the members of the Association of College Unions' Executive and Research Committees participating. The final questionnaire, accompanied by cover letters written by the Association's President and Golden Anniversary Committee Chairman, was sent to 480 members located in the United States, Canada, Australia, New Zealand, and Japan. Two follow-up post cards were sent out to non-respondents within a two month period. Additional reminders were given at the March, 1963, Association Conference.

An overall response of 51.7% (248 returns) was registered. Forty-eight of these colleges and universities (hereafter referred to as schools) reported such conditions as no union, building in planning or construction stage, and building only recently opened. As a result, the limited information provided in their returns was considered inadequate for use in the study. A net response involving one hundred and ninety schools was finally used--40% of the total Association membership of 480. This compares with the one hundred and eight completed questionnaires (45%) used in the similar study by Hesser and the ninety-two returns (71%) involved in the Whiting study. Undoubtedly, the massiveness of the survey form was largely responsible for not having a better overall response.

The following general information is offered to describe the character of the net response. Included in the response were six institutions from Canada, two from Australia, and one each from New Zealand and Japan. Use of the startification technique in the findings was largely based on two major response breakdowns:

Enrollment of Participating Schools

Under 2500 Students	-- 65
2500 - 4999 Students	-- 48
5000 - 9999 Students	-- 35
Over 10,000 Students	-- 32
	180

Age of Participating Unions

Established Before 1957	-- 110
Established 1957 - 62	-- 70
	180

The four enrollment categories used in the study, reflecting undergraduate enrollment only, are similar to those typically used in surveys by the U. S.

Office of Education. The breakdown of the school response, by enrollment, strongly indicates that the results of the study are heavily weighted toward the smaller schools. More than one third of the participating schools fall in the "Under 2,500" bracket, while nearly two thirds of the schools listed enrollments of less than 5,000 students.

The basis for dividing the unions into two age brackets was to afford, wherever possible and useful, a comparison between the unions established in recent years with those developed before 1957, the date of the Hesser study. As shown, 39% of the participating unions are less than five years old.

Used to a lesser degree in the findings were two additional breakdowns which attempted to determine what effect school types had on operational practices.

Type of School (Location)*		Type of School (Control)	
Urban	-- 131	Public	-- 130
Rural	-- 27	Private	-- 60
Suburban	-- 22		190
	180		

It is to be noted that three of the four breakdowns shown above registered totals which were ten short of the official participation total of 190. Incomplete questionnaire reporting was responsible. This problem showed up rather prominently in several sections of the study.

Further analysis of the nature of this complex study would caution that its results are mainly descriptive of what is the practice among 40% of the Association's member unions. They do not necessarily suggest what should be the practice. As reported above, the overall results are substantially affected by the fact that 39% of the responding unions are less than five years old and thus, quite possibly, have not had ample opportunity to establish themselves firmly, or report on the basis of extensive experience or well developed policy. The discerning reader will note that the results are often at variance with the Association's goals and recommendations stated in its "role" statement and various publications. This condition might be interpreted as possibly characteristic of an Association struggling to establish standards.

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* Defined by the respondent with an appropriate check (✓) on the survey form.

SECTION 1

Physical Plant

The rapid growth of the college movement has spotlighted a spectacular building program over the past fifteen years. The complexity of a union structure and the uniqueness of its financing make a review of physical plant considerations an important requirement in a study of this kind. This section is designed to trace physical plant development, in terms of plotting the chronological growth of unions and with a regard for building size and costs, use of consultants, and methods of financing.

MAJOR DESCRIPTIVE FINDINGS

Chronological Development of Union Buildings

1. One hundred sixty-three schools listed dates in which their unions were established. The following breakdown charts an interesting pattern of growth:

* 1850 - 1913	--	11 Unions
1914 - 1925	--	5
1926 - 1935	--	21
1936 - 1945	--	14
1946 - 1950	--	8
1951 - 1957	--	41
1958 - 1963	--	63
		163 Unions

* It is to be noted that four schools included in this time period indicated union establishment dates prior to the long-accepted "first U. S. union building, as such" status of Houston Hall, University of Pennsylvania (1896). The dates prior to 1896 probably refer to founding of union organizations rather than union buildings.

Building Status

1. Of the 170 schools providing information on the status of their union buildings, 59% reported the current use of an original building only. An additional 20% listed the presence of one addition along with the original building. Seventeen schools (10%) indicated recent replacement of original structures.

2. The attempt to measure union space allocations was based on gross square footage included in the outside dimensions of the total physical plant currently being used by the 146 participating schools. Resulting statistics showed that 97 of the 146 schools involved (66%) are operating buildings less than 100,000 sq. ft. in size. Relating the size of building to school enrollment brought out more meaningful interpretations of the data reported in the appendix.

Any important investigation of the data pertaining to union size considerations should be cautioned by the following survey limitations:

1. Judging from some of the comments accompanying the questionnaire not all of the respondents had accurate information to report.

2. It is possible that some returns reflected net rather than gross square footage figures.

3. The figures listed by many respondents ought not to be taken as a measure of the adequacy of their physical plants. The large number of schools planning

extensive additions to their unions (76) or new buildings (36) would support this conclusion.

Construction Costs

1. One hundred and forty schools provided information on construction costs of union buildings. A table was developed in terms of original construction costs--exclusive of furnishings, equipment, and fees--of the total physical plant, including additions. Forty percent of the participating schools reported expenditures of less than one million dollars. It should be kept in mind, however, that this result is significantly influenced by the fact that costs were charted over seventy years, covering periods when building costs were only one-third to one-half what they are now.

2. In an attempt to ascertain more meaningful construction costs, expenditures for new buildings which were built in the period 1957-62 were charted. Fifty-two percent of the 71 new unions showing up in this category were reported as costing less than one million dollars. An enrollment breakdown revealed that all of these were for schools of less than 5000 enrollment:

Enrollment	Percentage of reporting schools spending less than $1,000,000 on Unions
Under 2500	69
2500 - 4999	55
Over 5000	0

3. Regarding the per square foot cost of the union buildings constructed in the past five years, the range of $16.00 to $23.99 was scored most frequently by the 123 schools providing this kind of information. The tally in this range was 68 schools, or 56%. The most significant departure from this trend involved the 16 schools which reported an "over $30.00" per sq. ft. cost for their new buildings.

Construction Financing of Original Buildings

1. Methods of financing the construction of original union buildings were measured in terms of public-private institutions. The survey involved the participation of 130 public schools and 60 private schools.

2. In the public institutions category there were 60 indications (46%) of financing by the federal housing loan method, with 31 borrowing over 75% of the construction costs. The next most popular method of construction financing turned out to be union fee accumulations (28%); however, more than half of this number indicated no more than 15% involvement in the total cost through this method.

3. Public institutions also have made important use of the general subscription method (22%), city or state appropriation (15%), and large gifts (13%).

4. Among the private institutions, the use of college funds (35%), the large gift (30%), and the federal housing loan (28%) showed up as the most common methods of financing. Generally, one-third of the indications in each of the three methods reflected 91-100% coverage of the construction costs.

Furniture-Equipment Financing of Original Buildings

1. The response to this aspect of the questionnaire was somewhat limited. The tabulation, however, followed a similar pattern to that reported in the

construction financing section, with union fee accumulations and the federal loan leading all other methods among the public institutions. Interestingly, most of the indications in each of the higher-scoring methods reflected over 90% coverage of the furnishings-equipment costs.

2. College funds and the large gift rated highest again in the private institution class, and again, over 90% coverage of the furnishing-equipment costs was prominent.

Use of Consultants

1. Four types of consultants figured most prominently in this section: (a) the general building planning consultant, (b) specialists in design and interior furnishings, (c) food service layout consultants, and (d) bookstore planning consultants. Figures were developed on the several stages of building development--the original building, the various additions, and the replacement building. On an average percentage computation--all categories--the consultant on interiors was used the most (54%) and the general building planning consultant was next at 50%. Bookstore and food service consultants were reportedly used 22% and 21% of the time in the various building programs.

Expansion Plans*

1. Seventy-six unions, or 42% of the total schools responding, indicated plans for a union addition, and 36 schools (20%) noted planning underway for a new union building.

2. With 74 schools reporting size estimates on new projects, 61 (83%) involved buildings of less than 100,000 sq. ft. An enrollment breakdown showed a consistent pattern through each of the four school size categories.

3. Concerning estimated costs of these new projects, it is interesting to note that of the 78 schools providing information, 22% indicated expected costs of less than $500,000. At the other extreme, 24% anticipated spending over $3,000,000. No significant variation, according to enrollment, appeared within these extremes. An enrollment breakdown showed the small and large schools scoring frequently at the low and high extremes, respectively, though it must be noted that some were referring to additions while others were referring to entire buildings.

CONCLUSIONS

Standing out in the preceding analysis of physical plant growth, with the modest response to the survey kept in mind, is the remarkable 175% growth rate of college union buildings during the period, 1951-1963. Of the 163 unions providing building construction date information, 39% were recorded as being built in the past five years. Almost as significant is the indication that nearly half of all the participating schools have either enlarged or replaced original union structures. Now firmly implanted on the campus, enlargement of originally designed facilities represents a rapidly developing pattern of adjustment to growing enrollments and to increasingly important roles for the college union.

Survey evidence reflects a preponderance of modest-sized union buildings (less than 100,000 sq. ft.), but this condition is due, in large part, to the fact that smaller schools (under 2500 students) clearly exceed the number of larger

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*Statements 2 and 3 in this section are based on data which did not attempt to distinguish between new building projects and additions.

schools. When this building size standard is reviewed in terms of enrollment, an entirely different picture is revealed:

Enrollment	Percentage of Responding Unions Listing Buildings Measuring less than 100,000 sq. ft.
Under 2500	90%
2500 - 4999	89%
5000 - 9999	56%
Over - 10,000	19%

There are, therefore, obvious indications that the square footage of union buildings, as one would expect, generally varies in proportion to the size of school enrollment.

SECTION 2

Organizational Structure

It has long been recognized that union boards and committees play a very prominent role in the operation of college unions. While there has been much diversification in the function and makeup of these governing and work groups, recent years have produced a trend toward more uniformity. This study did not attempt to determine areas of responsibility in which these bodies are currently engaged. Major emphasis was placed, instead, on organizational considerations.

MAJOR DESCRIPTIVE FINDINGS

Union's Policy Making Body

1. Policy board membership was tabulated in terms of age of unions. While eleven categories of membership showed up with some degree of regularity, the pattern of membership showed no significant change since the Hesser study of 1957. The typical policy board continues to regard a board representation of the campus community essential to good government of the union. Most consistently included on the board are representatives of the student government, union program board, union staff, the faculty, student affairs office, and the college administration. The following table illustrates the degree of participation on union policy boards by these various persons:

Officer or Group Represented on Policy Making Board	Percentage of Unions including Representative on the Board
Faculty	93
Union Staff	90
Student Government	87
Union Program Board	71
Student Affairs Dean	65
General Student Body	55
Alumni	53
President of Institution	49
Business Office	46
Institution's Governing Board	30
Vice President of Institution	27

The search for changing patterns of representation through the years showed the role of the vice-president and representatives of the institution's governing board, the alumni, the union program body, the union staff, and the general student body declining 13% to 21% among the post-1957 unions. The only gains, though very slight, were registered by the business office and student government representatives.

2. Selection to the policy board was found to be predominantly handled by appointment. No effort was made to establish responsibility for selection.

3. As to leadership, the representative of the union program board (usually a student) and the administration or faculty representatives were found to be most consistently specified as "chairman" of the policy board. The former registered a 39% tally (pre-1957 unions) and 35% (post-1957 unions) while the

latter (a faculty representative) served in a leadership capacity to the extent of 30% (pre-1957 unions) and 37% (post-1957 unions).

4. Monthly meetings turned out to be the most typical work schedule for this group. The weekly meeting showed up as a distant second. The boards of the unions established in the last five years meet considerably more frequently than the pre-1957 group, indicating, perhaps, that the new unions lodge more policy making functions with their boards. Note that 14% of the older unions have no regular meeting schedule for their governing boards.

Program Board

1. Aside from traditional union staff participation in the work of the union's program board, students clearly dominate the membership of this body. A breakdown of the three types of student representation--the union program committee chairmen, the general student body, and the student government--showed the former, despite a sharp decline of 21% in the post-1957 period, most heavily used. The general student body, however, has been increasingly represented in the past five years; probably indicating a greater tendency to choose student body representatives first and then place them in charge of program committees, rather than naming program chairmen and then replacing them on the program board.

The following table illustrates the degree of participation on union program boards by the various members of the campus community:

Officer or Group Represented on Program Board	Percentage of Unions Including Representative on Program Board
Union Staff	96
Student Program Committee Chairmen	86
General Student Body	65
Student Government	44
Faculty	30
Student Affairs Dean	23
Alumni	13
College Administration	10

2. Statistics related to the past five years show decreasing use of the student affairs dean (8%), faculty (8%), and college administration (11%) representatives on the program board.

3. The attempt to determine the method of selection to the program board produced somewhat expected patterns. Faculty-staff selection, including the union staff, proved to be predominantly appointive. Student selection was not so clear cut, but the appointment method held a slight edge over the election process.

4. Ex-officio status within the program board has very noticeably diminished during the past five years. Only the union staff representative has consistently maintained ex-officio status.

5. Union policy board representatives have consistently been called upon to provide leadership for the program board. Moderate consideration is also being given to the representative of student government.

6. In contrast to the policy board schedule of activity, the weekly meeting is most frequently used by the union's program board. Further emphasizing the fact that the latter is a key working group in the union organization is the

indication that its meetings are rarely spaced more than a month apart. There were no significant differences between the pre-1957 and post-1957 unions.

7. Nearly 50% of the responding unions reported the program board to be directly responsible to the union staff. The union's policy making board and student government also showed up as the other typical bodies of authority over the program group. There were no significant differences between the pre-1957 and post-1957 unions.

8. An attempt was made to determine methods of selection of program board members, but suprisingly, the response to this aspect of the questionnaire was very poor. Student members were most frequently appointed by the previous program board (38%) among the pre-1957 unions. This method of selection, however, was scored less often (25%) by the post-1957 unions.

9. Student participation in the work of the program board remains, to a high degree, on an entirely non-paid basis. A slight trend in the direction of compensating student members of the board has appeared in the past five years (15% compared to 7% for the unions established before 1957). Of the seventeen cases reported among all unions, there was shown one arrangement which paid over $1000 per year and two others which provided tuition remissions.

10. A substantially different picture exists on the matter of providing awards for members of the program board. Unitl 1957, 60% of the unions had been providing a rather large variety of awards in appreciation for the voluntary efforts of these students. The past five years have produced results in the opposite direction, however, with only 45% of the reporting unions engaged in the practice of giving awards, probably due to the fact that a number of the unions are so new they haven't had time to develop an awards system. The most typical awards over the years have been keys, certificates, and an annual banquet.

Program Committees

1. Of the 150 replies, 26% reported the use of 1-5 committees for union programming. Six, seven, and eight program committees showed up more frequently (11%-14%) than did any of the other individual members. Thirty percent of all unions had 10 or more committees.*

2. Regarding size of program committees, a 63% showed committees averaging no more than ten students.*

3. Of the types of union committees, the general entertainment, social, special events committees (95%) and the music-arts committee (89%) characterized most unions, old and new. In checking the effect the age of unions had on the use of committee types, it was found that, with the exception of four committees (house-hospitality, coffee hour, finance, and travel) the post-1957 unions showed less use of committees. The music-art and dance committees showed the biggest decline, 20% and 21% respectively. It is strongly suspected that this general condition is largely due to the fact that a number of the newer unions -- some only a year or two old -- are developing their committee structure slowly.

4. As to the selection of program committee chairmen, appointment by the union policy board showed up as the most common method among the older as well as the newer unions. The overall tally for this favored selection process was 43%. Election by committee members (28%) proved to be the second most typical method, and appointment by program board (13%) was third.

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* Again it should be remembered that almost two-thirds of all unions in the survey were schools of less than 5,000 enrollment, and that 39% are less than five years old -- with obviously less time to develop committees.

5. The weekly meeting proved to be the most prevalent meeting schedule pattern for both individual committees and the full group of committee chairmen. The majority tally was much higher in the case of the former (67%) than with the latter (43%).

6. The entire 155 union response to the question of compensation for the committee chairmen turned out to be negative, except one.

7. Regarding awards for committee chairmen and members, a narrow majority (52%) had a "no award" policy among the 154 unions providing data. A comparison between the pre-1957 and the post-1957 unions showed evidence of a sharp reversal wherein 56% of the older unions gave awards while only 36% of the recently established unions did.

8. Of the awards offered by the 90 unions providing information, a certificate (30%) and the annual banquet or party (26%) showed up as the most typical of a broad list of awards. Twelve percent give keys.

CONCLUSIONS

While individual unions have consistently styled their governing and program bodies to meet their own particular needs, this study suggests the evolution, during the heavy growth period of the past twelve years, of a distinct tendency toward a two-board set-up and common characteristics in makeup and function. Previous attempts to gather information in this area were generally frustrated by the complication of widely varying organizational arrangements. The response to this section did acknowledge the presence, in a substantial majority of the participating unions, of both a policy making body and a program organization.

"Representative" is probably the most likely word one would use in describing the makeup of the policy board. Of the various elements generally associated with the government of our unions--the faculty, administration, students, and alumni--student influence has remained strong. Significantly, this student influence continues on a predominantly volunteer, non-paid basis. Interestingly, the student effort continues to remain apart from student government, though close coordination is apparent.

The data on the program board and program committees confirm that these groups serve as the "work horses" of the union; however, two tables in the appendix indicate that a small core of about five committees is most frequently called upon to get the union's programming done.

SECTION 3

Professional Staff

A very close parallel can be drawn between this section and the recent thesis on "The Union Director and His Job" by Haverford College's James W. Lyons. Both research efforts established as objectives the identification of educational and employment backgrounds, and the function--union and otherwise--of union personnel. A major difference between the two found the former study concerned solely with the union director while the latter included other members of the union staff. The Lyons study is strongly recommended as an in-depth review of the director position. Possible uses of this Professional Staff section would be the development of comparisons with the findings produced by the Lyons' study and the presentation of related data on other union positions.

MAJOR DESCRIPTIVE FINDINGS

Number of Staff Members Employed by Unions

1. Schools in the "under 2500" enrollment category showed, as might be expected on campuses where the building is smaller, a small union staff. Forty-one per cent reported the employment of only one professional staff member, 22% two, and 21% three. Only 16% listed the use of more than three staff members.
2. Schools in the next enrollment category, 2500-4999, showed that as the size of enrollment increases (and hence, typically, the size of the union), the professional staff also increases. Thirty-two per cent reported two staff members, 26% three, and 23% more than three.
3. As would be expected, the largest schools were characterized by larger staffs needed to operate generally larger unions. Fifty-five per cent of the schools in the 5000-9999 size group and 87% of the "over 10,000" group showed more than three staff members. Thirty per cent of the "over 10,000" group have six or more. The questionnaire asked for a listing of only the six top staff positions. Some of the larger unions showed staff ranging up to 14.

Educational Background of Staff Members

1. Twenty-two different types of educational backgrounds showed up in this attempt to determine whether any trends are evident regarding the preparation of personnel for union work.
2. Of the 161 responses, and using as a basis the major field of study related to the staff member's most advanced degree, the data showed most directors (25%) having business preparation. Other leading educational backgrounds for directors turned out to be education (14%), guidance-counseling (8%), history-political science (8%), recreation (7%), and hotel-restaurant management (6%).
3. In relation to advanced degrees, an interesting statistic showed the enrollment category of "under 2500" as having the highest percentage of advanced degree directors while the "over 10,000" size group turned up with the lowest percentage. Since unions on smaller campuses are generally more recent than on the large campuses, this may mean that colleges opening new unions are now seeking stronger academic preparation in staff candidates.
4. Of the 161 responses for union directors, 79 had masters degrees and nine doctors degrees.

5. The educational backgrounds of subordinate union staff members followed a somewhat similar pattern, with the assistant directors (18%), administrative assistants (56%), and bookstore managers (61%) showing business training as the most typical field for preparation for union work. The education field (17%) showed up as the predominant field of preparation for program directors, while food managers, as might be expected, largely received hotel-restaurant (60%) and home economics (25%) training.

6. Of the seven union positions dealt with in the 178 unions responding to this section of the study, 78 directors (44%) held faculty rank, as did 29 assistant directors, 15 program directors, and 10 food managers.

Union Function of Staff Members

1. Eight union functions were listed in the questionnaire to gauge the extent of responsibility held by the various staff members.

2. As would be expected, the director position reflected a broad range of responsibility, far more than the other positions. The total union tabulation found the various directors to be most frequently involved with student programs and activities (78%). Also turning out to be typical functions were the operation of recreation (games) facilities (70%) and general building services (63%). An enrollment breakdown showed a good deal of consistency in these three categories with the overall percentages, except that directors in the "over 10,000" group were much less involved in games functions (59%). In the case of other categories the directors of the two larger groupings of unions were more involved in food services (51% and 50%) than the directors of the smaller unions (35% and 37%), due, no doubt, to the fact that a central campus food service or contract operator plays a larger role on the smaller campuses. In the "under 2500" enrollment category directors showed noticeably less involvement than the larger schools with guest room operation, because few small unions have guest rooms. Only about half as many directors on the smaller campuses had a concern for physical plant as in the case of the directors on the larger campuses, probably because the college physical plant department assumes the care of the physical plant.

3. The assistant directors were found to be most concerned with student programs and activities, operation of recreation (games) facilities, and general building services.

4. The same pattern showed up in the administrative assistant, program director, and night manager positions.

5. Food and bookstore managers, naturally, were found to be almost exclusively concerned with their respective departments.

Lines of Responsibility of Staff Members

1. The attempt to determine to whom the various staff members are reporting brought out a broad list of responsibility relationships. Three college officers--the student affairs dean, the business manager, and the president--turned up most frequently as the officers to whom the director is "directly responsible" (meaning line administrative responsibility, as distinguished from receiving policy direction or advice from a policy board). This pattern was consistent in the breakdown of unions, according to age. While the student affairs dean prevailed in both eras, before (44% of the cases) and after 1957 (36%), both the business manager (from 12% pre-1957 to 23% post-1957) and the president (from 8% to 24%) showed gains in the last five years.

2. The arrangement which relates the director to more than one superior officer showed up in 14% of the responses. The most prevalent combination in this category proved to be the student affairs dean and the business manager (8%).

3. It is interesting to note that administrative line responsibility to the union policy board, which scored a low 8% before 1957, dropped to an insignificant 3% in the last five years.

4. The subordinate positions of the union staff showed a consistent pattern of responsibility to the union director.

Non-Union Function of the Union Director

1. Because of the union's broad involvement in campus activity, the union director often finds himself directly concerned with non-union functions and responsibilities. Nineteen types of functions appeared in the responses to this section of the questionnaire, and in a number of cases, the 96 directors responding checked more than one function. This condition occurred most frequently among the smaller schools.

2. The most prevalent outside responsibility held by union directors turned out to be student activities (29%), with organization advising (19%), personnel work (13%), conference programs (13%), and teaching (10%) also prominent.

Prior Employment Experience

1. With the rapid growth of the union movement in the past fifteen years, recruiting of union staff members has taken on major proportions. This section of the questionnaire aimed at charting prior employment experience and union job turnover.

2. One approach sought to establish how long union positions are held. Evidence of a reasonable amount of stability was found in the case of the union directors. Though 28% of the 148 tallies tabulated in the director column reported employment of only one to two years at their present posts--due often to the fact that the union is new or the director had just been appointed--34% indicated three to five year terms and 22% reported a tenure of six to ten years. This left a rather substantial balance (16%) of directors with ten year-plus terms at the same jobs, with 7 having terms as long as 25-35 years. Throughout, it should be remembered that almost two-thirds of the unions surveyed came into existence since 1951 (39% since 1957), so obviously the terms of office holding in these newer unions--even at the maximum possible--are necessarily relatively short.

3. Further evidence of the relative newness of so many unions and union positions is the fact that the six subordinate union positions show one to two year terms predominantly (in 41% to 70% of the cases, depending on the position). The percentages dropped sharply after the three to five year terms. Among the six positions, the night manager (70%) and program director (58%) appear most frequently as positions of one to two years, indicating that if job characteristics produced turnover, the highest rate of turnover is in these two positions.

4. Another probe into union employment dealt with other work experiences in the union field which staff members have had. Only 20 union directors (14%) reported having been union directors at other colleges. Seventeen of this group indicated just one such prior union directorship. Twenty - eight directors (19%) reported having come up through the union ranks to their current positions at their schools, while 36 (24%) indicated having subordinate positions at other

colleges. Interestingly, 64 directors (43%) showed up as having moved into their positions with no previous union experience.

5. As to employment experiences outside the union field, seven broad categories were devised to describe the varied work activity engaged in by staff members prior to their present union employment. Overall, work in the business field showed up consistently in each of the seven major staff positions used throughout this section of the study. The educational field, however, characterized the prior work experience of most directors (40%), program directors (47%), and night managers (38%). The assistant directors also showed up frequently (29%) in the education category.

6. Food managers and experience in the hotel-restaurant field (44%) nearly as often as in the business field (45%).

7. As to the number of non-union work experiences of staff members prior to their present employment, each of the seven staff positions very clearly indicated a typical pattern of just one job before entering union work (69% to 92% of the cases, depending on the position).

CONCLUSIONS

Size of institution, and, hence, size of the union facility, is apparently a major influence in determining the extent of professional staffs in our unions. A wide gap was found to exist between the very large and well-established unions and the very small and comparatively new unions. In the case of the former, it is not uncommon to find elaborate staffs and intricate organizational structures, reflecting extensive subdivision of responsibility to handle the various aspects of the unions' functions. At the other extreme, one-man staffs, characteristic of a substantial percentage of the smaller unions, are forced to cope with both management and program responsibilities.

Academic preparation for college union administrators continues to be widely varied, confirming the findings of the Lyons study. The importance attached to the administrative aspects of the union function, however, has apparently influenced a strong interest on the part of college administrations in directors and administrative assistants who have had business training. This condition would seem to imply that the large-scale business operations and amortization programs, characteristic of a large number of unions, have to a general degree relegated the union's educational goals, when selecting directors, to a level of secondary importance. Curiously, however, the college then typically relates the union to the college student affairs division in terms of the director's line of responsibility, organization structure, and the non-union functions assigned to the union staff. Another anachronism is that, though most union directors have trained in college for business, they have come into the union field on the heels of educational work experiences more often than from business employment.

Though no confirmation is available in this study, it can be logically assumed that until recent years it was not uncommon to find persons without previous union experience being named to direct union operations. Nearly half of the 148 directors replying to the section on "other union employment" indicated no previous experience. It can be expected that this ratio will be reduced with the continuing development of new unions, as more and more subordinate staff members gain experience and sufficient competence to be considered for top administrative positions. The union board experience of students, graduate assistant programs, management workshops, and now, graduate programs in union administration, are additional factors in creating a greater degree of readiness among aspirants to union employment.

SECTION 4

Financial Operation of the Union

While over the years there has been a natural and logical tendency to stress educational objectives, the financial aspects of the college union continue to expand. Today, the union is unquestionably big business. The wide variety of revenue enterprises found in the union, the supporting fees, subsidies from the college, the large amortization programs, etc., demand the use of responsible and efficient procedures to insure effective control. This section of the questionnaire attempted to survey fee assessment trends and to determine operating procedures and practices for the union's various revenue departments.

MAJOR DESCRIPTIVE FINDINGS

Union Fees

1. The assessment of a union fee has become a standard operating condition, and quite clearly provides a significant contribution to the fiscal stability of the college union. The questionnaire did not ask for a yes or no indication on fees, but 149 of the 190 responding schools reported the use of the fee system. Fifty-nine per cent of these institutions apply their fee collections to both operation and amortization, while 23% direct their collections only to the construction program.

2. With the semester still, by far, the most prevalent method of dividing the school year, building fee data are being reported on that basis. Assessments are shown in the appendix in terms of school enrollments; however, no significant patterns showed up in the four size groups. The fee, apparently, is more importantly conditioned by such factors as the size of the building in relation to the enrollment, the amount of outstanding debt, the contribution made by revenue-producing departments, and the extent of college subsidies. On a total schools basis, semester fees for students appeared most frequently in the broad range of $2 to $15. Within this range, $5 to $9.99 assessments per semester are the most widely used.

3. The meager data recorded in the faculty, alumni, and life member categories indicate no extensive efforts being made by schools to go beyond the student bodies for fee-paying members.

4. Thirty-six per cent of the 149 schools listing fee information indicated the assessment of summer session building fees. Slightly more than one-half of these schools reported charging within the $2 - $4.99 range.

5. The attempt to ascertain the extent to which building fees have increased in the past dozen years and the degree of anticipation of future increases proved rather futile. It had been expected that the major development of union buildings in the past decade, with a higher ratio of borrowing than in previous decades, might have resulted in significant increases. The returns did not support this assumption--only 17% reported increases. This may be due to the fact that rapidly increasing enrollments producing higher fee incomes, have been adequate substitutes for a higher per capita fee.

6. Only 26 (18%) of the 149 unions providing fee information indicated a fee only for operations. On the questionnaire's request for breakdown fee information, however, 48 unions (32%) reflected the use of union operating fees. The $2-$4.99 range showed up as the most prevalent (48%) semester assessment for operations.

Union's Revenue Producing Departments

(Food Service)

1. Forty-two per cent of the 174 schools responding indicated that the union food service is operated by the union. The college dining service turned out to be second at 29%, with the institutional caterer recording a substantial 20%. An enrollment breakdown produced a significant departure from the overall pattern, showing the institutional caterer as the most prominent managerial arrangement (34%) in the small school group. The college dining service was recorded as a very close second (33%) in the same group. The tally in the other three enrollment groups showed that the larger the school, the more likely it is the union will operate its food service. This trend away from the outside caterer is best illustrated in the larger schools, with the schools in the "over 10,000" classification showing 65% of its respondents favoring union control while only 3% (1 of 31) reported the use of an institutional caterer.

2. The union's food service operations were found to be overwhelmingly self-supporting (92%), except in the case of the smallest schools, where the percentage dropped to 78%.

3. A clear majority of the food service operations (66%) contribute profits to total union operations. In 17% of the cases the profits go elsewhere, and in another 17% of the cases the union charges the food department a space rental, this most often being true of the larger schools (27%).

4. While union management figures most prominently in the matter of handling food purchases (35%), three other purchasing arrangements showed up strongly. With 190 responses registered in this section, it was noted that some unions handle purchases in more than one way. An enrollment breakdown found the small school group following the same pattern of non-union operation noted above. It places purchasing authority most often in the hands of the institutional caterer and the college dining service (both 28%). Again, the larger schools have the union management more frequently responsible for purchasing food supplies. Significantly, the largest schools registered the highest percentage (31%) of use of the college purchasing department for this function.

(Bookstore)

1. It was found that information on bookstores was provided in this section of the questionnaire by 155 unions, as compared with the listing of only 107 bookstore facilities in Section VII (the section on facilities). It is strongly suspected that this section of the survey's questionnaire was somewhat misinterpreted, with the probable result that some respondents provided information on bookstores not housed in their unions.

2. Based on the data available, 46% of the schools responding to this section reported that the college business office operated the union bookstore. Management by the union showed a 29% tally. The private, outside owner was not much of a factor with only 6% in this category. An enrollment breakdown showed business office control to be more typical with smaller schools. In the case of the "over 10,000" group of schools, union management actually showed up more frequently than did business office control (36% to 32%).

3. The bookstore operation was found to be predominantly self-supporting (94%). Thirty-nine of the responding schools indicated a rental charge for space used by the bookstore (31%).

4. Of the 86 schools which provided information on profit disposition policy, 30 devote 76% to 100% of the bookstore earnings to the union, and 18 contribute

10% to 50%. Another 38 of these schools divert bookstore profits to departments other than the union.

(Guest Rooms)

1. Twenty-five of the 33 (75%) schools replying to this section reported their union guest rooms to be operated by the union. Seven, or 21%, however, are handled by the college housing office.

2. This revenue department, as were those already reported on, is also typically self-supporting (100%) and profits are consistently channeled to the union.

(Concessions)

1. Six different concessions--barber shop, beauty shop, telephones, juke box, Western Union, and vending machines -- were listed in the questionnaire and the inquiries were arranged in terms of methods of operation and handling of profits.

2. Both the barber shops (48%) and the beauty shops (63%) scored most heavily in the column which finds facilities being leased to outsiders on a rental basis. The only departure from this pattern, enrollment-wise, was registered by the largest schools which reported a slight preference of union operation of barber shops.

3. In the case of the other four concessions, the commission basis proved to be the most typical arrangement, by a wide margin (63% to 74% of the cases). This pattern prevailed in all of the enrollment brackets.

4. Profits from each of the six concessions very clearly were shown to be directed to the union (82% to 93% of the cases).

(Other Revenue Departments)

1. Games, general services, movies, and programs were also dealt with in this section. The first two showed up strongly as self-supporting enterprises -- games 74% and general services 66%.

2. Program and movies, on the other hand, are being subsidized on an overall basis in more than 50% of the cases reported -- program self-supporting in only 19% of the cases, movies 48%. On an enrollment basis, however, the two largest enrollment categories indicated movies as self-supporting (59% and 58% of the schools reporting).

CONCLUSIONS

A close examination of the union fee data found the building fee much more predominant than the operating fee (107 schools to 48). The wide-spread borrowing pattern of recent years, on the one hand, and school subsidies and reliance on the earnings of union revenue departments, on the other, tend to explain this condition. As stated earlier in this section, rapidly increasing enrollments have apparently been producing the necessary income support to cope with borrowing obligations. However, 17% of the schools providing fee information reported having increased their building fees since 1951, while an additional 9% are anticipating increased fees.

The other aspects of this section -- the revenue producing department -- involved a very lively participation on the part of the respondents. Strong

evidence of the union's growing self-reliance in this area -- only general program and movies are receiving appreciable support from other sources -- reflects the general attitude of most colleges that the union must pay its own way. This condition is obviously demanding very. careful and efficient handling of the various revenue departments by union administrators.

The small schools, probably because of lightly staffed unions, quite frequently have looked to the outside -- the college dining service, the institutional caterer, the business office -- for managerial assistance in some or all of the various departments. The larger staffs and the larger business operations of the larger unions, on the other hand, have given such unions the opportunity and the capability to handle their own revenue departments.

SECTION 5

General Union Policies

Considering the tremendous amount of activity that goes on in the union, a study of general union policies, if made in depth, easily could take on massive proportions. The purpose of this section, therefore, is simply to review procedural trends in such areas as the business aspect of the union operation, program and program financing, and in office space, maintenance, and miscellaneous services. Union involvement in the establishment of policies in these areas can be considered the primary goal. Most of the tabulations in this section were done in terms of all schools, enrollment, and ages of schools. The latter consideration, as mentioned in the general introduction, intends to draw comparisons between the very recent years, involving newly established unions, and the period before the 1957 Hesser study, involving older unions.

MAJOR DESCRIPTIVE FINDINGS

Business Matters

1. Union policy on general business matters followed a very consistent pattern in the tabulation. A nearly 50% tally was registered in the two categories--total unions, pre-1957, and post-1957 unions--for a coordinated union-business office effort; that is, the policy is arrived at through consultation between the union and the business office. In only 22% of the cases is the general business policy established by the union alone, and in only 12% by the business office alone. The union policy board was the principle party in 11% of all cases. Policy setting by the business office increased rather sharply, relatively, in the case of the newly established unions (16%) compared to the older unions (10%) -- possibly explained by the need to have policies settled before a new union staff is fully prepared to participate.

2. The establishment of policy in purchasing procedures was also prominently recorded as a coordinated union-business office effort. The overall percentage on this item was slightly lower, at 44%. Schools in the 2500-4999 enrollment bracket provided a deviation in practice here, listing the business office as the more typical agency handling major responsibility in setting standards in purchasing (41%). All unions combined, the business office set purchasing policy in 32% of the cases and, according to the "age of unions" section, has made important gains in the last five years (39% for newer unions).

3. The coordinated union-business office effort scored most heavily on setting policy on the union's profit goals. The overall percentage of 37% was not too emphatic, however, and not much ahead of policy making by only the union staff (25%). Significant is the gain made by the coordinated effort in the past five years (from 32% to 45%), and the decline of the union staff-only method during the same period (from 44% to 26%). Apparently, as the union staff becomes more experienced and better established, it participates more fully in policy making. The union policy board also has become much less active, 20% setting profit policy among the older unions compared to 9% among the newer.

4. Tabulation of the establishment of policy on union food prices resulted in a departure from the pattern set in the above three items. The union staff scored a pace-setting 36% in a somewhat topsy-turvy set of statistics. The smallest schools (under 2500) reported the union staff-only method (22%) running behind the business office only (33%) and coordinated union-business

office effort (25%). Schools in the 5000 - 9999 bracket scored a whopping 70% in favor of the union staff method. These schools also showed, along with the "over 10,000" group, the highest incidence of the union staff in charge of food service. The current trend (past five years) shows a decline in the influence of the union staff (26% compared to 44% for older unions) on food price policy and an emergence of both the business office and the coordinated union-business office roles in this area, probably because of the factors of newness of building and staff, as mentioned above, plus the recent tendency among smaller schools to lease the food service operation.

5. The business office (32%) was the most prevalent price setter for bookstores, with union staff (27%) close behind. On the enrollment breakdown, however, the smaller schools (under 2500) showed strong reliance on the business office (42%) while most schools in the 5000 - 9999 bracket (48%) and to a lesser degree, the "over 10,000" schools (37%) employed the union staff approach. Union staff policy setting has shown signs of gaining adherents in the past five years (from 23% to 27%), possibly due to the prior existence of bookstore and bookstore managements which simply moved into the new union. It should also be noted that the publisher is a rather prominent factor in the establishment of bookstore prices; a 21% tally was scored in the overall tabulation.

6. A very consistent pattern was developed from the tally which dealt with the establishment of policy on reserve for repair and replacement. From both the size and age standpoints the coordinated union - business office effort predominated. The overall rating came to 39%. The union staff only (20%) and the business office only (20%) represented a less prevalent practice, by a wide margin.

7. The coordinated union-business office effort (29%) -- with the business office only a close second (26%) -- turned out to be the prevailing approach for establishing policy on employee wage levels, regardless of age of union. A similar condition appeared in the enrollment breakdown, except that the smaller schools (37%) most often turn to the business office for decisions on wage policy.

8. Business office policy setting on employee benefits was recorded most often (37%) on an overall basis, for both old and new unions--union employee benefits often being conditioned by existing college policies for all employees as set by the business office. The small schools exceeded this percentage quite noticeably (52%) but the larger schools departed from the above pattern and showed a predominance of coordinated union-business office effort to deal with employee benefits (31%).

9. Regarding the establishment of policy on student fees, no clear cut margin showed up for any system. The business office (25%), the college governing board (24%), and the coordinated union-business office effort (22%) led the list. Again, the small schools relied most on the business office (31%), while the larger schools looked mainly to the college governing board (33%) and coordinated union-business office consideration (28%). The practice concerning old and new unions was generally similar, except for somewhat stronger business office policy setting in the case of the new unions (23%), where fees must often be set before the union staff arrives.

10. The business office (37%) and the coordinated union-business office effort (30%) were the main sources of setting policy on reserve fund deposits. The small schools showed the typical, strong reliance on the business office (49%) for direction in this area. The practices among the older and newer unions were about the same.

11. The tabulations showed that establishing building use policies is generally a function of the union policy board (37%) or the union staff (33%). The policy

board plays a smaller part among the newer unions (34% compared to 40% of the older unions).

12. Nearly the same pattern showed up in the area of program policy, but in reverse. The union staff is the policy maker in 40% of the cases and the union policy board in 38%. The staff role is stronger in the new unions (45% compared to 38% of the older unions.

13. On the matter of disposing of operating surpluses the coordinated union-business office effort scored most heavily (37%), with consistency shown in this regard, both by the breakdown according to size of enrollment and age of union. This method of setting policy has met with increasing favor in the past five years (46% for the new unions compared to 32% for the older unions).

14. The coordinated union-business office effort proved to be the most frequently used arrangement (33%) in setting policy on building development plans. The college governing board (18%), the union staff (17%), and the union policy board (17%) were next in line. The "under 2500" schools, at 40%, and those in the 5000-9999 group, at 36%, scored above the overall average on the coordinated union-business office method. In the age category, the post-1957 schools scored 40% on this most heavily used approach to 29% for the pre-1957 schools.

Program Matters

1. From a facilities standpoint, 61% of the schools reporting indicated their union programming required the use of other college facilities as a supplement to what was available in the union building. There is no significant relation to size of school; 57% of both the largest and the smallest schools used other college facilities.

2. Eighty-two per cent of the responding schools reported their programs to be planned and executed by a coordinated effort of the program board, program committees, and union staff; the larger the school, the higher the per cent that plan this way. Only five per cent showed program planning by staff only. Interestingly, 11 (6%) revealed they had no planned programs -- all small schools.

3. Union programming was found to be predominantly (85%) geared to all members of the college community. Fifteen per cent gear programs to students only--mainly the smallest schools. Twelve per cent of the responding schools also indicated some degree of catering to town people.

4. The inquiry aimed at determining costs of free union programming (out-of-pocket-expense, exclusive of salaries, building service costs, clerical time) brought a rather limited response. Data from the 75 responding schools showed that 61, or about 82%, provide over $3000 a year for free programs. Thirty of these (40% of the total number) recorded expenditures over $10,000 per year. The dollar expenditures tend to rise, as might be expected, as the size of enrollment increases. Curiously, however, the "under 2500" group, for the most part, either spent under $500 (23%) or over $10,000 (28%).*

5. The attempt to determine the amount of money expended per full-time day student on union programming brought a somewhat better result. Of the 102 schools responding, 34% indicated spending less than $1 per student for

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* There possibly may have been an error, or misinterpretation of this question or of what constitutes "out-of-pocket" cost, by some of these schools, considering that most in the under 2500 group have only a $5-9.99 semester fee for all purposes, including amortization.

free programming and 27% are spending $1 - $1.99. A much higher per cent of the "under 2500" schools (67%) spend more than $2 per student than do the larger schools. It is interesting to note that almost one-third of the "under 2500" schools which replied to this question indicated an expenditure of over $5 per full-time day student.* Generally, the per capita expenditure for free program increases in inverse ratio to the size of the school; many program expenses (i.e., orchestras, lecture fees) being about the same regardless of school size.

6. The attempt to determine profit and loss trends for revenue producing programs brought a response from 67 unions, or about one-third. The rather sparse return would indicate that many unios do not have revenue events or programs, and the additional probabiliy that others do not maintain separate record keeping on such programs. Of the 28 unions indicating an operating surplus from program events, 79% reported a surplus of up to $5,000; while the portion of the 39 unions reporting deficits of up to $5,000 was 77%. The enrollment breakdown information leaves an impression that a union's earnings and losses on revenue programs tend to increase as school sizes increase.

Office Space Practices

1. Of the 81 responses recorded on the practice of providing a permanent lease of office space, 53% of the schools provide such an arrangement for up to three organizations and 82% provide space for one to six organizations.

2. Fifty-one schools reported the use of the annual renewal system for accommodating organizations in the union building. The comparison between the annual renewal and permanent lease arrangements showed the latter to be more prevalent, almost by a two to one ratio. Thirty-seven per cent of the schools using the yearly renewal system reported leasing annually to more than ten organizations.

3. On the matter of providing equipment for organizational offices, 48% of the 142 schools responding indicated union provision of limited office equipment. Another 28% provide all of the office equipment for the organizations, and the remainder (24%) provide none.

4. On the matter of maintenance, 95% of the 138 schools responding indicated the provision of normal maintenance, with the remainder providing no maintenance.

5. Sixty-eight schools responded to the inquiry regarding union rental fees for college administrative departments with 88% indicating no rental charge.

Building Maintenance

1. The administrative aspects of maintenance in the union building is reported in the appendix in terms of total unions, enrollment, and by age of facility.

2. Sixty-two per cent of the 91 replies indicated that the union's maintenance staff is primarily responsible to union management. Schools in the "under 2500" bracket (64%) reported strong reliance on the system which places this staff under the supervision of the college maintenance department, however. The latter practice appears to have been adopted primarily by the schools

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* There possibly may have been an error, or misinterpretation of this question or of what constitutes "out-of-pocket" cost, by some of these schools, considering that most in the under 2500 group have only a $5-9.99 semester fee for all purposes, including amortization.

building unions during the past five years--contrary, by the way, to the practice recommended in Association publications.

3. On the matter of responsibility for maintenance staff salaries, 57% of the schools reported these salaries to be chargeable to the union. This was the most prevalent of four possible practices, regardless of how the data were classified (see three categories in #1 above), though the "under 2500" schools tended to charge the college maintenance department almost as frequently. Noteworthy also is the fact that only 47% of the new unions are charged maintenance salaries compared to 64% of the older unions.

4. The union is also the agency most frequently paying costs of maintenance supplies (69%). Aid from the college maintenance department increases in frequency, however, as the size of the school decreases. Only 56% of the "under 2500" unions paid for supplies compared to 82% of the "over 10,000" unions.

5. Repairs on the union building were also reported as being handled mainly by the union. Seventy-five per cent of the schools reflected a policy of union payment of its building repairs, with the percentage increasing to 77 for newly established unions. Again, the smallest schools were aided by college subsidy; only 60% paid for their own repairs.

6. In the quest for information on the use of specialized, full-time maintenance positions it was apparent that this kind of staffing is almost entirely confined to the larger schools, where the larger physical plants, of course, are more likely to require specialists. The use of a building engineer showed up quite frequently, while building trades craftsmen are being used to a lesser degree.

Miscellaneous Services of the Union

1. This section, which deals with a number of supplemental services, further emphasizes the range of union operations.

2. Of the twelve general services listed in the questionnaire, bulletin board space (96%), a lost and found department (88%), ticket sales (79%), travel board (63%), public address announcements (61%), and a record library (59%) led in incidence of use. An enrollment breakdown produced no important variances among the different sized schools, except that only 40% of the "under 2500" schools showed a travel board and only 43% a record library, and that the "over 10,000" group used public address announcements the least (41%). The attempt to determine charge patterns for some of the services brought out a negligible response.

3. From the response to the inquiry on equipment loan policies, there is the indication that about one-third of the participating schools permit outside use of the unions' tables and chairs. Other equipment, such as public address system, projectors, etc., are loaned to a much lesser degree. Ten to 20% of the schools engaged in equipment loan activity charge a rental fee.

CONCLUSIONS

The complicated administrative structure of a college and the uniqueness of each college's overall organization have rendered the development of standard operating policies in college unions an unlikely eventuality. The many variables associated with our colleges -- size of enrollment, private vs. public, urban vs. rural, resident vs. commuter, long-standing traditions, unique organizational structure, personal preferences of the top administrators in office, etc. -- obviously produce many different operating conditions, calling for individual approaches to each. This section of the study confirmed the involvement of a

number of campus agencies in the establishment of general union policies. It also reflected the presence of a significant pattern wherein procedures related to the business aspects of the union frequently are formulated through the combined efforts of the union staff and the business office. As indicated in the findings, the size of the individual institution has much to do with the degree of involvement of the business office--the smaller the institution, the greater the involvement. The steadily increasing influence, if not control, of this office probably is traceable, in the main, to the increasing number of unions at small schools where business office aid is needed and to the high proportion (in this survey) of newly established unions, where the business office acts until the new union staff gains the necessary experience and can be given the responsibility. This influence would seem to be both inevitable and logical. That the union, on the other hand, continues to maintain an important degree of autonomy is attested by its substantial involvement in business policy in such other areas as program and general building use.

A somewhat inconsistent response was noted in that aspect of this section dealing with program policy. While an almost complete reply was evident in the case of such fundamental considerations on programming as facilities, organization, and projection, much less information was submitted on program cost factors. One might draw from this an implication that a lesser degree of fiscal bookkeeping is associated with the program area than with even the routine program budgeting and accounting too lightly. Some expenditures for program, free and admission events, run as high as $200,000. A union should know what is happening here just as clearly as it knows what is happening in the billiard room or with the sale of candy.

Union policies on the provision of office space to organizations appear to be fairly standard. Basically, space is typically provided to key student organizations, at no charge, with some kind of assistance on equipment and maintenance needs offered. Accommodation of college administrative space needs is less pronounced.

Responsibility for building maintenance costs was found most frequently to be lodged with the union. The tendency on the part of the smaller schools, however, to place reliance upon the college maintenance department--the same kind of pattern prevailed in the earlier portion of this section, on business matters--kept the predominant practice from showing greater strength.

The attempt to ascertain policy trends in the area of general and miscellaneous services produced very little information of any significance. Confirmation of a broad concern by unions for helpful services to the campus community did result, however. The limited involvement of unions in an equipment loan service, on the other hand, indicates some degree of caution being exercised in the matter of providing services where the service is to be rendered outside the building.

SECTION 6

Relation to Other College or University Departments

The question of how the union can best be related to other college departments whose functions overlap with or supplement union functions long has been a troublesome one. The problem of duplication of facilities, programming and services, along with the sometimes resulting conflict, has served to complicate the union's role on the campus. It has also provided the union with one of its biggest challenges.

The purpose of this section is to determine to what extent the union cooperates and coordinates with the activity of some of the other departments of the college. The sampling involved in this study deals with but a few of the many agencies found on the campus.

MAJOR DESCRIPTIVE FINDINGS

General Campus Activities—Non Union (usually called "Student Activities")

1. This section intended to ascertain procedural patterns regarding facilities, management, and program. The nature of the inquiry laid out in the questionnaire apparently confused the respondents, however, with the result that a number of the replies reflected double checking. The appropriate tables in the appendix are set up with this problem in mind.

2. Regarding facility arrangements for non-union campus activities, separate headquarters buildings were found on few of the college campuses (17%, if checking was accurate*). The union building showed up very strongly (83% overall) as the main headquarters for this type of activity. A significant total of 86 schools indicated the provision of a combination of numerous building facilities on campus, including the union, to accommodate the needs of student activities.

3. On management, the arrangement which finds the union director doubling as the supervisor of general campus activities showed up slightly more often (52% overall) than the non-union personnel method of supervision. But it should be remembered that almost two-thirds of those responding were schools with less than 5000 students. An enrollment breakdown significantly showed the small schools heavily involved in this pattern of the union director doubling as supervisor of general activities; but schools with more than 5000 students strongly demonstrated disassociation of the union with the management aspects of student activities. Seventy-two schools reported the practice of placing responsibility on a combination of union and non-union personnel; that is, the union director supervising some general non-union activities and other college personnel the rest.

4. On an overall basis, programming of non-union activities was found to be handled in two main ways, almost on an equal basis. Significantly, the small schools (58%) reflected the method which finds student activities programming correlated with the union program, while schools with over 5000 students (about 60%) mainly conduct general activities programming independently from the union program. It is suspected that some misinterpretation of the term "correlated with" was quite possible here. A very substantial number of schools

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* In checking "separate headquarters building" some possibly had in mind only the non-union activities advisors, not the student organization or the student activity themselves.

(92) -- mainly the smaller schools -- listed the union program as a part of general campus activities, but many undoubtedly meant that the union program could be described as part of the general campus activities program, not organized or directed by a general activities counseling office (non-union).

Student Government

1. Double checking also occurred in this section, rendering a percentage calculation somewhat ineffective.

2. The attempt to determine the relationship with student government showed the union operating entirely independently of this governing body in most instances (55%). Ninety-nine schools, however, stated a close liaison relationship with student government.

3. Forty-six schools (45%) reported the union to be an agency of student government. An enrollment breakdown found this practice to be more prominent among the smaller schools. The very large schools, on the other hand, showed a strong tendency to operate independently from the student governing body (83% in the case of schools over 10,000).

Adult Education

1. Regarding accommodations for adult education programs on the college campus, 66% of the 144 responding schools reported the use of a combination of campus facilities, including the union. In 17% of the cases the union is the primary facility used by the adult education program, and, in another 17%, there is a separate adult education facility.

2. An enrollment breakdown showed that 25% of the "over 10,000" schools have separate adult centers.

3. In terms of who organizes the adult education program, non-union personnel predominantly showed up (82% of 130 schools) as having the responsibility. This percentage tended to increase directly in proportion to the increasing enrollment size of the participating schools. In only 6% of the cases does the union staff conduct the management phase of the adult conference program. In 12% of the cases there is joint union and non-union responsibility--appearing mainly on the small campuses.

4. With regard to registration, clerical, and information services for adult education programs, 80% of the 137 schools replying to this section reported that the services were handled by a separate adult education center or by a campus department other than the union, and 20% by the union (that is, one or more services).

5. The attempt to ascertain the kinds of services rendered to an adult education program by the union brought the indication that only a handful of unions offer more than its physical facilities to the program. Information and registration services scored the highest in this service category.

6. Of the broad list of union facilities, meeting rooms (155 schools), snack bar (142), lounges (140), committee rooms (136), banqueting rooms (126), and the games areas (125) stood out as most frequently provided for the adult education program. No charge practices of significant proportion showed up for any of the facilities listed in this section of the questionnaire. This condition is probably due to the fact that in a number of cases the college pays the charges -- either in cash or in terms of offsets like free utilities, maintenance services, etc.

Business Office

1. Ten business procedures were listed in the questionnaire in an endeavor to determine the relationship of the union to the business office.

2. The strong response clearly indicated that the union, while taking responsibility for much of its record keeping, works very closely with the business office.

3. The submission to the business office of budgets, cash summaries and receipts for deposit, and invoices and payrolls for payment appear to be very common procedures. Also prevalent is the procedure which finds the union regularly reconciling its financial operations with business office control accounts.

4. As if to emphasize the above pattern, a very negative response was registered to the statement: "Union is independent of the business office." Thirteen per cent said they operate independently of the business office.

CONCLUSIONS

This section, together with data produced in several other aspects of the study, further confirms an important degree of interplay between the union and other agencies of the college.

While the findings have brought out certain patterns of integration in such areas as student activities, student government, and adult education, the extent of union involvement in these programs apparently is most often influenced by the size of the school's enrollment. The smaller the school, the greater the degree of close operating relationships between the union and other departments, it appears. These relationships, in many cases, involve union leadership responsibilities, as in the case of student activities wherein the union director doubles as the director of student activities. They also involve the provision of numerous union facilities, as in the case of the adult education program. Such considerations often represent an important influence in the development of facilities in a new union, and in the formulation of its policies.

The preceding section, General Union Policies, showed a close relationship between the union and the college business office concerning the establishment of policy on union business matters, and it will also be recalled that size of enrollment had much to do with the extent of coordination. The further attempt, in this section, to analyze this relationship brought out an even stronger indication of cooperation with the business office. In this case the great majority of unions, without regard to size, showed a strong tendency to correlate its record keeping, budgeting, etc., with the business office systems.

SECTION 7

Facilities

A study on college union operation would not be complete without a review of the all-important building facilities. This project's questionnaire required six pages to cover the extensive facilities which are being included in unions; eight categories covering 78 facilities, were listed. Reporting in this section is aimed at the determination of patterns of facilities, in relation to size of enrollment, age of unions, and school locations. In addition, the attempt is made here to develop certain kinds of information on facilities; i.e., sizes of rooms, capacities, charges for the use of certain facilities, etc.

It is important for the reader again to be reminded that this study includes a high proportion of small schools; and of schools which have new union buildings within the last five years.

MAJOR DESCRIPTIVE FINDINGS

Recreation Facilities

1. Billiard rooms were indicated in 79% of the 180 unions reporting information on facilities. Schools with under 2500 students showed only 66% inclusion while the other three enrollment categories were above the 79% average figure. Eighty-two per cent of the unions built before 1957 checked billiard facilities, and 76% of the unions established in the past five years reported affirmatively.

The smaller schools showed most (50%) providing 3-6 tables. Most schools in the 5000 - 9999 bracket use seven to ten tables (36%), while most of those with over 10,000 students provide eleven to fifteen tables (42%).

In terms of billiard charges, 13% of the 131 unions providing this kind of information indicated a no charge policy. Fifty-three per cent (70 schools) reported a 60¢ per hour charge while an additional 24% (32 schools) reflected the next most prevalent charge, 61¢ - $1.00 per hour.

2. Table tennis is provided in a few more cases than billiards, with 82% of the 180 unions checking this facility. Rural schools registered a 100% tally, and the recently established unions scored at a higher rate (86% compared to 79% for table tennis than did the pre-1957 unions.

While most of the unions acknowledged the inclusion of this facility, only modest space provisions were apparent in the returns. Schools under 2500 most typically provide 1 - 2 tables (52%); schools 2500 - 4999, 3 - 6 tables (50%); schools 5000 - 9999, 3 - 6 tables (48%); and schools over 10,000, interesting, only 1 - 2 tables (43%).

Fifty-nine schools (39%) reported a no charge policy for table tennis activity. Of the remainder that showed a charge, the per hour basis proved to be far more prevalent than the charge system which involves no time limit. Thirty-nine per cent of these schools reported a 26 - 40¢ per hour charge and 38% showed a per hour charge of 11 - 15¢.

3. Only 43% of the 180 unions reporting information on facilities checked bowling facilities. With a few exceptions, this approximate percentage held up throughout the three breakdowns of data. Enrollment-wise, the "under 2500" schools listed a low 26%, the 5000 - 9999 group a high 60%, and the "over 10,000" schools, 53%.

Ten pin bowling proved to be far more popular than candle pin (4 installations) or duck pin bowling (2 installations). An enrollment breakdown showed most of

the "under 2500" schools providing four to six lanes (71%); the 2500 - 4999 schools, 4 - 10 lanes (100%); the 5000 - 9999 schools 11 - 15 lanes (34%) and the "over 10,000" schools 16 - 20 lane installations (53%).

Ninety-four per cent of the reporting schools listed the use of automatic pinsetters while 71% indicated union ownership of this equipment. The attempt to establish trends in respect to ages of unions brought no significant variations, except that ownership (73%) versus leasing (27%) increased slightly among the unions established in the last five years.

Most of the bowling installations reflected charge per line policies, with prices generally below commercial lanes prevailing. Thirty cents and thirty-five cents per line charges appeared to be the prevalent price standards for independent and league bowling. Special prices for outside groups were not evident. Physical Education bowling, however, reflected price concessions, with 20¢ and 25¢ per line charges showing up in some strength. A handful of unions listed a charge per lane per hour policy, with the charges varying widely from $1.00 per hour to over $10.00 (the reason for the higher figure could not be confirmed). Twenty-four schools reported a special per student semester charge for physical education bowling. Here the rates varied from $5.00 to $20.00 per student. The $6.00 - $10.00 range showed up as the most prevalent.

4. Only 10 schools (6%) indicated the inclusion of swimming pools in their unions. Interestingly, six of these schools are in the "under 2500" enrollment category, and most pools (7) were built 1957-62 and at urban schools.

5. Fifty-seven per cent of the 180 schools checked card facilities (not necessarily meaning a special room). Only the rural schools showed any significant variation from the overall percentage. Seventy-four per cent of these schools indicated card facilities in their unions. The newer unions showed a substantial jump over the pre-1957 unions (66% compared to 51%). Forty unions (39%) indicated the use of six to eight card tables and another large group (23) checked the "over 12" table column.

6. Only 11 schools (6%) listed ice skating rinks among its union facilities. Five of these were at schools "under 2500", and 9 were at urban schools.

7. Table shuffleboard and floor shuffleboard facilities were checked by only 20 (11%) and 9 (5%) unions respectively. They are rather evenly spread among all types of schools.

Social Facilities

1. Seventy-two per cent or 130 of the 180 schools which provided information on union facilities indicated the inclusion of ballrooms. The enrollment breakdown showed the "under 2500" schools under this percentage; with 51% checking this facility. Fewer ballrooms, relatively, were built in 1957-62 (70%). Most ballrooms occur in the urban school category (76%).

Seventy-four per cent of the 130 schools which listed further information on ballrooms indicated the presence of only one ballroom in their unions. Forty-one per cent of the "over 10,000" schools, however, have two, and 10% have three ballrooms.

Fifty-five (42%) of the 130 unions reported the use of a fixed stage; 40 ballrooms (31%) were equipped with a projection booth; and 99 unions (76%) indicated that the ballroom doubled as an auditorium.

Most typical uses of union ballrooms were listed as conferences (89%), receptions (88%), banqueting (88%), meetings (85%), lectures (84%), and exhibits (73%). Only three per cent were used for rehearsals.

2. Sixty-two, or 34% of 180 schools, checked the party room facility, which occurred most frequently at the larger schools and on urban campuses. Provisions

for this facility increased slightly in the recent unions (37%).

3. The union lounge showed up as a very prevalent facility, with 82% of the participating schools including it. No important variations were evident in the three statistical breakdowns, though more unions built in 1957-62 provide lounges (87%) than do the older unions (79%).

As to the number of lounges included in unions, one lounge scored 32%; two, 30%; and three, 23%. An enrollment breakdown showed the "under 2500" schools most typically including one lounge (47%) and the schools in the 2500 - 4999 range including two lounges (40%). The "over 10,000" schools indicated a strong and somewhat equal record of including two, three, and four lounges in their unions -- three predominating (32%).

4. Fifty-nine, or 33% of 180, schools checked the faculty lounge facility. Schools with less than 5000 students, and rural schools (22%), registered below this average percentage while the larger institutions (47%) tended to show the faculty lounge more frequently. The attempt to gauge a comparison between the newer and older unions on this facility produced a noticeable lessening in interest in this facility in the past five years. Only 19, or 27% of the 70 post-1957 unions providing information on facilities, reported the inclusion of a faculty lounge.

The practice of providing just one faculty lounge in the union, if at all, was consistently reported by a large majority of schools, small and large (79% to 100%).

Cultural - Hobby Facilities

1. Seventy per cent, or 126 of the 180 unions, provide music listening rooms. This percentage was held down by the low scoring (48%) in the "under 2500" enrollment bracket. Only 45% of the suburban schools included this facility.

The use of the lounge-type music room appeared to be far more frequent (126) than the booth-type facility (31), and the provision of just one lounge was reported by over 80% of the schools in the lower three enrollment brackets. Schools in the "over 10,000" category were not as definite in their indications and showed a moderate tendency toward two, three, and four music lounges.

Of the 31 schools reporting the use of booths, no clear practice regarding any particular number showed up. Three or four booths characterized a slight majority (52%) of those unions which provide booths.

Twenty-nine unions indicated the use of both the lounge and booth-type facilities and 69 unions (55%) showed the provision of equipment controls in the music rooms.

2. Only 22% of the participating schools checked the music practice rooms. No important variations turned up in the three breakdowns except that practice rooms appeared most frequently in the 5000 - 9999 group (34%). Seventeen of the 40 schools indicated the provision of just one practice room. Two had four rooms and two had more than four rooms.

3. Fifty per cent, or 90 of the 180 unions, checked the art gallery facility, though it is not entirely clear whether "gallery" meant a separate gallery or a multi-purpose area (i.e., lounge). The two small enrollment brackets registered slightly lower percentages (40% and 46%), while the opposite was apparent in the larger schools. The "over 10,000" schools showed a tally of 69%. Rural schools (55%) slightly exceeded urban (49%) in providing art facilities.

4. Corridor art cases are used slightly less than a gallery. Forty-four per cent of the participating schools checked the use of this type of facility. The "under 2500" schools (28%) again registered well below the average percentage, and again the opposite was evident with the larger schools, with the "over

10,000" schools registering 67%. There were no significant differences according to age of union or type (urban-rural).

5. A 46% tally was recorded on the photo dark room facility. Schools in the 5000 - 9999 enrollment bracket scored well over the average percentage, showing 71%. The smallest schools, on the other hand, registered a 31% tally. Urban schools (48%) exceeded rural (44%), and the ratio of schools including darkrooms in the last five years (50%) showed a slight increase.

6. One hundred and seven, or 59% of the 180 schools, checked the poster room facility. The "under 2500" schools again posted a lower than average score of 31%. The schools in the two highest enrollment brackets scored over 70%.

7. The outing headquarters facility was checked only 28 times, 16% of the total. They occurred most frequently in the urban group (17%) and in the last five years (17%).

8. Few respondents (18%) checked the amateur radio room facility. Radio facilities characterize mainly the "over 10,000 group (31%), the older unions (22%), and the urban schools (21%).

9. A similar tally (18%) was recorded for the union auditorium (without theater stage). The enrollment breakdown showed the 2500-4999 schools registering only a 6% tally while the "over 10,000" schools scored 38%, 20 points over the average figure. Recent years have shown declining provision of an auditorium as a union facility. Only 13% of the unions built after 1957 indicated the inclusion of such a facility, which may be due in large part to the high per cent of small college unions built in the period, to the fact that some have built full theaters rather than just auditoriums, and to the fact that though auditoriums have been planned as wings of the union, in many cases they have not yet been built.

For the most part, seating capacities of the union auditorium showed up in the 250 - 500 range (49%) and under 250 (28%).

10. Less prevalent was the union theater with only 22, or 12% of the 180 unions, checking the inclusion of this facility. Almost twice this involvement (22%) was apparent, however, among the "over 10,000" schools, and the incidence of theaters from pre-1957 to post-1957 increased from 11% to 14%. Information gathered on seating capacity of these theaters proved inconclusive; most, however, showing 250 - 500 seats.

It might be pointed out that the 18% tally registered for an auditorium added to the 12% tally for a theater, yield a total of 30% having an "auditorium" facility.

11. Only 10 (6%) of the 180 unions providing information on facilities checked the rehearsal "theater." If the questionnaire had specified "room," the response would undoubtedly have been higher.

12. The craft shop registered a 21% over-all tally. The enrollment breakdown showed schools in the two larger categories providing this facility to a greater extent (31%) than was evident with the smaller schools. The "under 2500" schools scored only 11%. Not a single school in the rural class registered a check for the craft shop.

13. The inclusion of television facilities proved to be almost universal. Eighty-three per cent, or 149 of the 180 schools, checked this facility. Schools in the 2500 - 4999 enrollment bracket registered a 98% tally. Rural school provisions (95%) exceeded others. The incidence of television declined slightly among the 1957-62 schools (81%).

Of the 159 unions providing supplemental information, 94 schools (59%)

indicated placement of the television set in the lounge with the remainder provided a separate television room for viewers.

14. Thirty-four per cent, or 61 of 180 schools, indicated the inclusion of a browsing room facility in the union. The "frequently occurring" pattern of the larger schools heavily outscoring the smaller schools was apparent with this facility. The actual contrast, in this case, was 56% for the "over 10,000" schools and 23% for the "under 2500" schools. Browsing rooms are more likely to be found in urban unions (36%).

Meeting Facilities

1. The small committee room showed up as one of the most prevalent facilities, reflecting a 91% over-all tally. Consistent high checking appeared within each of the three breakdown categories. Noteworthy was the 100% tally recorded by the recently established unions, representing a substantial gain for this facility over the pre-1957 unions (85%). Forty-one per cent of the 163 unions involved stated they provided two to four committee rooms. This number was especially apparent in the two smallest enrollment groups. The two largest enrollment groups, on the other hand, registered important scoring for large committee room complexes, 28% of the 5000 - 9999 group and 33% of the "over 10,000" group having more than 10 rooms.

2. Meeting rooms also registered a strong tally, with checks indicated by 78%, or 140 of the 180 schools. The same pattern of increasing incidence according to school size and recent construction, which was described in the case of committee rooms, prevailed for the meeting room. Fifty-nine per cent of the "under 2500" schools reported the use of two to four such rooms, while the over-ten room complex was checked by 30% of the 5000 - 9999 schools and 44% of the largest-sized schools.

One hundred four unions (74%) showed the use of meeting rooms for dining purposes and 88 (64%) checked movie projection as a further use.

3. Seventy unions, or 39% of 180, related kitchenettes to their meeting room complexes. The per cent was highest for urban schools (41%) and the incidence of kitchenettes increased slightly among the 1957-62 schools. Out of the total group, 44 (65%) listed the use of just one kitchenette. An additional 14, or 21% reported the use of two such facilities, and 10 reported three or more.

Service Facilities

1. Coat rooms (unattended) were checked to the extent of 67%, or 121 of 180 schools. The most important individual statistic was the increase from 61% (pre-1957) to 77% registered by the 1957-62 unions for this facility. More than two-thirds of all schools listed the use of one coat room. About one-fifth of the middle size schools have two, and one-fourth of the largest schools three.

2. Attended coat rooms turned out to be considerably less prevalent, with 39% of the participating unions providing them. Incidence of this facility increased directly in proportion to size of enrollment. The larger schools exceeded the average percentage by a large margin, scoring a 72% tally. A smaller percentage of the recently established unions include this facility, according to the comparison made with the pre-1957 unions. This tally showed a drop from 42% to 36%. Urban unions (42%) are more likely to have attended rooms than rural (26%).

Most of the 63 unions (78%) providing supplementary information listed the use of one attended check room. Eighty-seven per cent of these unions indicated

a free checking policy. Five of the eight unions reporting a charge policy, listed a 10¢ charge.

3. Eighty-seven per cent, or 157 of the 180 schools, checked the information desk facility. The sale of newspapers, cigarettes, candy, etc., was indicated as a supplementary activity of the information desk by 68 of these schools (43%).

4. The Western Union facility (usually a coin phone) registered a 10% tally. Only one union in the "under 2500" enrollment category reported this service. At the other extreme, the larger schools registered a 28% tally. A noticeable decline in the use of the Western Union facility was reflected among the newer unions (from 15% down to 3%) -- again probably due to the high proportion of small schools in the newer group.

5. Public (pay) telephones were reported in 93% of the 180 schools. Consistently high percentages prevailed in the three breakdown categories. The newer unions (70) recorded a 100% tally.

The smaller schools indicated provision of one or two pay telephones; the two enrollment brackets within 2500 - 9999 specified three or four telephones most frequently; and the "over 10,000" schools checked most frequently (52%) more than eight telephones.

One hundred eleven unions (88%) reported their public telephones to be on a commission basis. Fifteen others indicated a rental fee arrangement.

6. "House" telephones for general campus use were checked by 93 of the 180 schools (52%), with this facility showing much more frequently for larger schools (68%) than the smaller schools (52% or less).

As to the number of house telephones available in unions, one or two clearly prevailed (66%) in each of the enrollment categories. Thirty-three per cent of the largest unions, however, had more than eight.

7. Forty-eight per cent, or 87 of the 180 schools, checked postal service facilities. The only important variation which occurred in the breakdowns was the 14 percentage points gain (to 57%) made by the unions established in the past five years.

8. Individual student mail boxes were checked by 33% of the participating schools, and the same general consistency, as noted in the preceding facility, prevailed in all of the breakdowns. Urban unions, some with a largely commuter population (less need for mail boxes), showed the lowest score (31%).

9. Fifty-two per cent, or 93 schools, reported the provision of a ticket office. The oft-repeated pattern was noted again wherein the larger schools tended to show a greater incidence of this facility. The spread showed the "under 2500" schools registering a 35% tally with the per cent increasing in each enrollment bracket to a 72% scoring on the part of the "over 10,000" schools. This facility scored more frequently among the unions established before 1957 (55%) than with those built since 1957 (46%). Rural schools (37%) showed substantially less scoring for the ticket office facility than did the urban (52%) and suburban schools (68%).

10. Laundry-dry cleaning facilities hardly proved to be a factor in unions, with only 10% of the 180 schools providing a positive indication. The highest rate of incidence was in the rural schools (15%). About 80% of the 18 schools reported the pick-up station arrangement.

11. The inclusion of barber shop facilities was checked by 62, or 34% of the 180 participating schools. This result is heavily weighted downward by the numerous "under 2500" schools, which registered a very low score of 11%. The other three enrollment brackets scored from 42% to 54%. The recently established unions showed fewer barber shop facilities (31%) than did the pre-1957

unions (36%); again the influence of the high per cent of small school in 1957-62 group is probably responsible. Rural schools, which are also typically small schools, scored noticeably lower (22%) than the urban and suburban schools, at 37% and 36% respectively.

The very small schools listed one or two chairs most frequently (67%), the 2500 - 4999 schools three or four chairs (75%), the 5000 - 9999 schools three to six chairs (88%), and the largest schools five to eight chairs (74%). Sixty-eight per cent of all schools reported the use of a space rental arrangement for the operation of the barber shop, and 27% a commission basis arrangement.

12. Beauty shops showed up very infrequently as a union facility, only 5%. Where provided, they are found mainly at the "over 10,000" schools (13%).

13. Lockers were checked by 78 schools for a 43% tally. Twenty-six per cent of the very small schools and 68% of the very large institutions provide them. Surprisingly, they are found most typically at the rural (48%) and suburban (50%) schools rather than at the urban or commuting schools (41%).

Of the unions providing locker facilities, 31 indicated the use of coin-operated lockers, with most of these installations, in terms of numbers of lockers, falling in the 1 - 25 (39%) and 26 - 50 (29%) ranges. Thirteen per cent provided over 200. The operation of coin lockers showed up as almost evenly divided between coin return and charge arrangements. The most prevalent charge appeared to be 10¢ per locker use.

Another locker system -- the rental locker -- was indicated by 44 unions. The two ranges, in terms of numbers, which received the most frequent checking were 26 - 50 and "over 200". Per year rental charges for the use of lockers were most frequently listed at $2.00 (38%) with a $1.00 charge a close second (30%).

14. Only 15 checks (8%) were recorded for the travel agency facility. It seems to be found, mainly, at schools in the 2500 - 9999 group (15%) and in suburban locations (14%).

15. A parking area facility showed up in 109, or 61% of the 180 responses. Consistent scoring was apparent in all of the enrollment and school-type breakdowns, but the 1957-62 unions showed an important gain (69% compared to 55%) over the older unions. Again surprisingly, the rural (67%) and suburban (68%) schools outscored the urban (58%) with their more numerous commuters.

Seventy-seven of the unions (70%) supplied information on parking for staff members. Forty-five per cent of this number reported provisions for over 50 cars. Each of the enrollment brackets showed its strongest scoring in this range. Ninety-one per cent of the "over 10,000" unions had more than 50 spaces. Free parking predominated in the staff lots (74 unions). The annual charge varies up to $50.00 with the most prevailing rate being from six to ten dollars.

Fifty-six of the 109 unions (50%) indicated the inclusion of a public parking area and 41% of this number signified lots large enough to accommodate more that 150 cars. Again, free parking (50 unions) predominated in the public parking areas, but 17% indicated a charge policy.

Food Facilities

1. The union cafeteria received a total of 151 checks, or 84% of the 180 schools providing information on facilities, clearly making a cafeteria one of the most common of all union facilities; exceeded only by the snack bar (89%), committee rooms (91%), and information desk (87%). Interestingly, rural (96%) and suburban (86%) schools provide cafeterias more frequently than urban schools (81%). Scoring was spread out rather thinly over the eight ranges of

seating capacities, running from "under 100" to "over 1000," and tended to be mainly confined well within the two extremes. Size or type of school would not appear to be determining factors on seating capacities of union cafeterias. Seating would seem to be affected more significantly by what other dining is provided on the campus, whether the union serves the dormitory population, etc.

2. The snack bar also scored very highly, with 160 tallies, or 89% of 180 schools--in fact, among all unions the snack bar is found more frequently than any other facility except committee rooms. The very large schools departed from the usual pattern and scored at a 75% rate -- possibly because they consider their snack bars to be "coffee shops" (See #4, Coffee Shops, below).

As with the cafeteria, the snack bar facility showed no clear-cut pattern on seating capacities, and for similar reasons. Scoring was again spread out rather thinly over the five ranges of seating capacities, from "under 100" to "over 500." The lowest scoring appeared in the two ranges above 400 seats, though here, in contrast to the cafeteria, the larger size of the school tends to provide larger snack bar seating provisions.

3. Forty-seven, or 26% of the 180 schools, checked the restaurant-type waiter service dining room facility. Only the 5000 - 9999 enrollment schools (40%) scored higher than the overall average. The suburban schools indicated a very low frequency rate (9%) and the urban, where faculty are more likely to dine on the campus, the highest (29%). Waiter service dining provisions show a slight decline after 1957, to 24%.

On seating capacities, the 76 - 100 seat range scored the highest tally at 26% of those which have a waiter service room, with the "over 200" seat range close behind at 23%. Since more than half of the "over 200" dining rooms are checked by the smallest schools, it may be concluded that some schools confused the waiter service rooms of the restaurant or hotel type with something else (i.e., banquet facilities).

4. Only 19 schools, or 11% of 180, registered tallies for the coffee shop facility. They appear mainly at the "over 10,000" schools (19%) and provisions decline after 1957. The same pattern as reported on the preceding facility prevailed here. The 76 - 100 seat range appeared to be the most popular seating arrangement for this not too prevalent facility. No doubt some schools may not have been certain what "coffee shop" implied, as distinguished from snack bar or waiter service room.

5. The private dining room showed up in the majority of cases. One hundred and one schools, or 56% of 180, placed a check opposite the facility. The two largest enrollment brackets scored well above the average figure, with the "over 10,000" schools showing a 72% tally. Rural schools tallied a very high 78% for this facility, compared to urban (53%) and suburban (45%) -- another evidence that rural schools have to be more self-sufficient than urban-suburban, where other facilities are nearby.

As to the number of private dining rooms found in union buildings, the one to two range was checked most frequently on an over-all basis (54%). The very large schools showed their heaviest scoring in the "over 5 rooms" range. Seventy-eight of the participating unions (80%) indicated waiter service in the private dining rooms, while 31 indicated both waiter and cafeteria style service.

6. The vending machine room received a tally of 78, or 43% of the 180 schools. The largest schools scored more frequently than the over-all rate (47%). No other important variations occurred, except that vending rooms are more likely to characterize large schools than small.

Only 30 schools provided information on seating capacities for this type of

facility. Most of the scoring appeared in the 26 - 50 and 51 - 100 seating ranges. Regarding the number of machines found in the vending machine rooms, scoring was rather evenly divided among the several groupings shown in the table, though the number of machines, naturally, increases as the size of enrollment increases. Five to six machines showed up as the most frequent provision; the very small schools scored strongly for three or four machines.

Fifty of the unions (81%) supplying information on vending machines indicated a contracted arrangement. Only 12 schools (19%) reported union ownership of the machines. All schools with contracted operations were found to use a commission basis.

7. Banqueting facilities were checked by an over-all 77% of all unions. Unions established in the past five years showed a gain in banquet provisions, out-scoring the pre-1957 unions 83% to 73%, and the larger the schools the more which provide for banqueting. Rural schools registered the highest individual tally (93%), as with private dining rooms.

8. Twenty-two per cent of 180 schools checked the self-service kitchenette facility, with schools in the 5000 - 9999 enrollment category registering the highest score (37%); otherwise there were no significant variations.

Commuter Facilities

1. Lockers for commuting students were checked by 28%. The larger schools (44%) scored well over this over-all rate, and rural schools, at 19%, showed the lowest tally of any of the breakdown categories. While urban schools, where lockers for commuters might well be expected, if anywhere, scored higher (28%) than rural, they were exceeded by suburban schools (36%).

The attempt to assess the extent of locker accommodations brought information from only 33 schools. Two ranges, 26 - 50 and "over 200," scored most often, both at 27%. The number of lockers tended to rise with increasing size of enrollment, though not consistently.

2. The commuter lounge facility, which some undoubtedly interpreted as the main lounge used both by commuters and others -- brought out checks from 74 of 180 schools (41%). The larger schools, especially those in the 5000 - 9999 enrollment category (51%), again scored above the over-all average and the rural schools repeated its low tally (38%).

3. Forty-one, or 23% of the 180 schools, checked the commuter dining room facility. Noticeable variations from the average score were the low 9% registered by the suburban schools, the high of 26% for urban schools, and the 12 percentage points gain registered by the recently established unions (to30%). In connection with this facility it should be cautioned that the survey's questionnaire did not ask if there was a separate commuter dining room. Many, no doubt, indicated they provided dining for commuters, meaning snack bar, etc.

4. A low 21, or 12% of the 180 schools, checked the cot room (resting) facility. Both the very small schools and the rural schools scored 5% and 4% respectively while the schools in the 5000 - 9999 bracket registered well above the average of 26%. Cot rooms are provided most frequently at urban schools (14%). One or two cots proved to be the most frequently checked number (40%) in the very meager data reported (15 schools); 20%, however, provide more than 10.

5. Dressing room facilities for commuting students hardly proved a factor as a union facility. A 9% tally was recorded. Such facilities are provided almost exclusively at urban schools (11%).

6. Office space for commuters brought a similar indication, as only 13 schools (7%) registered checks, mostly the "over 10,000" group (16%).

Organization-Activity Facilities

1. One hundred and six (59% of 180) schools reported the use of mail boxes for organizations. Unions in the middle two enrollment brackets surpassed the average figure, scoring 67% and 69%. Rural schools showed the least incidence of this type of facility (41%). The 1957-62 unions scored higher (64% to 55%) than did the pre-1957 unions.

2. Storage lockers for organizations were checked by 61 (37% of 180) unions. The "under 2500" schools and rural schools scored well below this average, and the recently established unions showed a tendency to adopt this type of facility to a greater degree than the pre-1957 unions (44% to 33%).

3. Forty-three unions (24% of 180) provide for the campus newspaper office. In the enrollment breakdown the "over 10,000" schools registered a low 16%. Rural and suburban schools showed up at approximately the same level, with urban schools high (27%). The recently established unions reflected a slight decline in provisions for this facility in a comparison with the pre-1957 unions (27% to 19%). This may be due to the influence of journalism departments housing campus newspaper operations more than formerly.

4. One hundred and eight unions (60% of 180) reported the college year book office. The smaller schools scored well above the larger schools, with the extremes being 72% and 34%. The newer unions outscored the pre-1957 unions on this facility 69% to 55%.

5. Offices for union boards and/or union committees were checked by 117 schools (65%). Only the smallest schools, at 52%, scored lower than the over-all average, which may mean that some do not yet have committees; do not have enough committee membership to warrant an office; or that the planners were not aware of the importance of such an office in small unions; or that union committees at small schools are more typically part of student government and housed in student government offices. Schools in the 2500 - 4999 (83%) and 5000 - 9999 (80%) enrollment brackets, along with the suburban schools (82%), showed up well above the average rate.

Sixty-one per cent of the schools in the lower three enrollment categories typically provided one office for union board-committee activity. The "over 10,000" schools indicated rather evenly, one, two, and "over 3" offices, 29% provide over three.

6. One hundred and forty-five unions (81% of 180) indicated provisions for a student government office. Again, the middle enrollment bracket schools (92% and 91%) and the suburban schools (91%) most frequently provided such an office, as compared to only 68% of the smallest schools and 74% of the rural schools. The newer unions scored 86% to the 77% registered by the older unions.

7. Fifty schools (28% of 180) checked an inter-fraternity council office. Only 6% of the "under 2500" schools, where the number of fraternities is limited and therefore an IFC office is not in demand, provided this facility, while the larger schools (49% and 56%) scored well above the average rate. Unions established in the past five years (most of which are at smaller schools) reflected a substantially lower percentage (14%), as might be expected, than did the pre-1957 schools (36%).

8. Forty-two checks (23% of 180 schools) were recorded for a pan-hellenic office. A very similar pattern to that of the inter-fraternity office was evidenced.

9. An alumni office facility drew 57 responses (32% of 180), with the larger schools (54% and 47%) well above the average rate and the smaller schools (22% and 19%) showing a reverse pattern. Again, a decline in interest was

reflected by the 1957-62 unions' score (24% compared to 36% of the pre-1957 unions).

10. Religious counselor offices received an 18% tally (33 of 180 schools). The extreme scores in the several breakdowns were registered by the 5000 - 9999 schools (31%) and the suburban schools (9%). The newer unions showed an 11% tally as compared to the 23% recorded by the pre-1957 unions.

Of the 25 unions which provided supplemental information on religious counselor offices, half of them indicated the provision of one such office. Sixteen per cent indicated over three.

11. An international student office facility drew 25 checks (14% of 180). The "over 10,000" schools, where there are many more foreign students, scored substantially over the average rate, at 41%.

12. One hundred and two schools (57% of 180) registered checks for a general office work room facility. Most significant among the breakdowns was the score of 64% registered by the newer unions as compared to 52% of the pre-1957 unions.

The attempt to gauge the extent of file cabinet accommodation for student organizations brought out a very general pattern. Seventy-seven tallies (76%) were reported, but evenly balanced checking characterized each of the six ranges of numbers of organizations indicated in the table (from 1 to over 50) and furnished with file space.

A similar pattern developed in the review of desk provisions in the general work room facility. Sixty tallies (59%) brought out no clear-cut pattern for any of the desk groupings, as might be expected because of the widely varying numbers of organizations. A high, over-all score of 29% was registered for five to six desks. Generally, the larger the school (and number of organizations) the more desks are provided.

13. Associated Women Students office space proved to be a negligible factor as a separate union facility, AWS often being a part of student government and sharing its offices. Only four checks were tallied (2%).

14. Seventeen (9% of 180 schools) registered checks for an alumni lounge facility. They are found principally at "over 10,000" schools (19%). The inclusion of such a lounge has declined steeply, from 12% pre-1957 to 6% after 1957.

15. Only eleven unions (6% of 180) indicated the inclusion of a chapel facility. Again they are mainly at the "over 10,000" schools (13%).

16. Twelve schools (7%) recorded a meditation room facility, and the incidence of such rooms after 1957 (4%) is only half what it was before 1957 (8%).

17. Office space for student literary publications proved to be hardly a factor as a union facility. Only 3 checks were tallied (2%).

Other Facilities

1. One hundred and seven unions (59% of 180) recorded a bookstore facility. The most significant breakdown statistic for this facility showed the recently established schools scoring well over the pre-1957 schools, 77% to 48%. Generally, stores appear in the union more frequently at small schools (65% and 60%) than large (54% and 53%).

Schools in the lower two enrollment brackets naturally showed a strong incidence of small-sized bookstore facilities--under 2500 sq. ft. (71% of the "under 2500" schools and 52% of the 2500 - 4999 schools). The store area for the 5000 - 9999 group was most typically 5001 - 7500 sq. ft. (35%). The size of the stores for the "over 10,000" schools varied widely -- from the 2500 - 5000 sq. ft. range for 43% of the schools to over 10,000 sq. ft. for 33%.

2. Thirty unions (17%) of 180 showed guest room facilities. Most were larger unions. The comparison between the older and newer unions reflected a lessening of guest room provisions in recent years (21% of the pre-1957 unions compared with 10% of the post-1957 unions).

Nineteen of the 30 schools (64%) reported the provision of one to ten guest rooms. Only 2 indicated major facilities of over 100 rooms, though there are several unions among those not responding to the questionnaire known to have more than 100.

3. One hundred and forty unions (78%) checked union staff administrative and program office facilities. This represents a very surprising statistic leading to the strong likelihood that faulty checking by the respondents was involved here. It is difficult to conceive of a union operating efficiently without an office. The low tally of 69% registered by the "under 2500" schools helped to keep the over-all tally down, though if the responses to the questionnaire are to be taken at face value even 19% of the largest schools do not have an administrative office in the union.

The attempt to ascertain the extent of office space provided for administrative use brought no conclusive results. Generally, even scoring prevailed over a broad range (one to ten) of office accommodations, with "under 2500" schools most frequently having one office (38%), the 2500 - 4999 group most frequently having three (38%), the 5000 - 9999 group more frequently having three or four (36%), and the "over 10,000" group most frequently having seven or eight (25%) or more than ten (25%).

CONCLUSIONS

Prior to the compilation of the data shown in the appendix of this section, it was the author's assumption that out of the great growth period of the past fifteen years there might be developing a strong tendency toward some uniformity of facilities among unions. It was reasoned that the increasingly prominent role of the Association of College Unions, the availability of union-planning literature, the greater use of planning consultants, and the more clearly defined role of the union, all accompanying this period of growth, would have a significant influence. A careful review of the master facilities table, however, produced only modest indications of what might be called "standard" union facilities. Of the 78 facilities listed in the questionnaire, only 28 were common to at least 50% of the participating unions. A further breakdown showed only 13 facilities provided by as many as 75% of all unions.

A number of reasons may be offered to provide an understanding of this condition:

1. Many unions do not have the resources to afford what they would like to have.
2. Many of the 78 facilities listed are quite specialized and do not apply in a good many situations (i.e., special commuter facilities, travel agencies, radio station, showers).
3. Many campuses already have certain facilities elsewhere (bookstore, swimming pool, theater, chapel, radio station, etc.)
4. Many schools built their unions some years ago and cannot readily add what they want or need now.
5. Many schools have built their unions first and acquainted themselves with Association literature later.
6. Many schools have not used consultants or taken surveys of student needs.

7. A number of schools probably skipped items on the questionnaire facilities list inadvertently or filled out the questionnaire hastily, (i.e., administrative offices and lounge areas are known to exist in given unions failing to check those facilities).

8. A number of unions returning questionnaires are still housed in temporary headquarters -- in classroom basements, old houses, etc. -- pending the construction of new buildings, and thus don't have many facilities they can check at present. This of itself accounts for the high incidence of committee rooms and snack bars, and the much lower incidence of many other facilities.

The twenty-eight most prevalent facilities -- found in more than one-half of all unions -- with percentage of frequency are listed in the following table:

FACILITY	PERCENT OF FREQUENCY
Recreation	
Table Tennis Room	82
Billiard Room	79
Card Room	57
Social	
Lounge	82
Ballroom	72
Cultural--Hobby	
Television Room	83
Music Listening Room	70
Poster Room	59
Art Gallery	50
Meeting	
Committee Rooms	91
Meeting Rooms	79
Service	
Pay Telephones	94
Information Desk	87
Coat Room	67
Parking Area	61
House Phones	52
Ticket Office	52

FACILITY	PERCENT OF FREQUENCY
Food	
Snack Bar	89
Cafeteria	84
Banqueting Rooms	77
Private Dining Room	56
Organization--Activity	
Student Government Office	81
Union Board-Committee Office	65
Year Book Office	60
Organization Mail Boxes	59
General Work Room	57
Other	
Union Staff Admin. Offices	78
Bookstore	59

As would be expected, the generally larger unions of the schools with higher enrollments showed tendencies to be more inclusive in facility provisions. As indicated above, 28 of the 78 facilities listed in the survey were common to at least 50% of the participating unions. Twenty facilities were registered as common to at least 50% of the "under 2500" schools, 27 in the case of the 2500 - 4999, 39 with the 5000 - 9999 schools, and 37 facilities with the "over 10,000" schools.

An average of twenty-five facilities were common to only 0 - 19% of the participating unions, giving evidence that the special needs peculiar to each campus represent an important influence on the development of its union facilities.

Finally, there emerged from the facilities section thirteen facilities which are very common to most unions (75%), despite such variables of size, age, or location of the union, as well as the eight points outlined on page 37. These might be classified as a fairly uniform "core" of union facilities.

Recommendations

This study placed major emphasis on establishing how unions have been and currently are operating and administering their facilities, services, and programs. No attempt was made to judge the wisdom or effectiveness of the practices or policies reflected in the foregoing tables and highlighted in the findings.

Following the pattern set by previous studies, this effort reflected a continued broadening of the investigation into the complex operational aspects of the college union. With the project's conclusion, the author is forced to admit, however, that much remains to be done in this area. While the extensive, wide-ranging survey instrument used to gather the data reported in the preceeding pages probably discouraged a more substantial response than was actually recorded, it is felt that much greater depth needs to be developed if we are to truly determine how unions do operate.

At best, this study has succeeded, to a reasonable degree, in updating patterns of union operation. Hopefully, it has also established a firm basis for more significant probing which serves a most useful purpose when done at regular intervals. In this connection, it is now clearly apparent that the scope of this particular research has grown to such proportion that it is no longer feasible for a single individual to assume sole responsibility for its future development. It is recommended that, prior to renewed efforts in this area, a committee be formed to evaluate progress achieved through the earlier studies and to organize a more closely defined format of inquiry and data compilation aimed at facilitating a fairly standard approach to the identification of union operating methods. Each of the various aspects of union operation might appropriately be assigned to different individuals, with overall responsibility delegated to a coordinator. In order to avoid the possibility of subjecting union staff members to the task of completing unreasonably long inquiry forms, the survey instruments of each of the several researchers could be sent out at staggered intervals. Such a procedure would permit the development of greater depth in each of the research efforts, as well as more effective organization of material and more explicit definition of terms.

It follows that any intensification of research in this area, as recommended above, should be accompanied by an almost compulsory participation on the part of the membership. This would include complete responses from established unions and minimal responses from schools with unions in the planning stage. The combination of more scientific research and greater membership participation should enable more complete and reliable data than has been garnered to date.

SECTION A-1

PHYSICAL PLANT

Table 1. Building Status

Building Status	No. of Schools	% of Schools
Operating Original Building Only	101	59
Have One Addition	35	20
Have Two Additions	10	6
Have Three Additions	5	3
Have Four Additions	1	1
Have Six Additions	1	1
Have Replaced Original Building	17	10
TOTALS	170	100

Table 2. Size of Total Physical Plant, by Enrollment*

Gross Sq. Footage	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Under 30,000	18	12	13	31	3	8	2	5	-	-
30,000 - 49,999	33	23	13	31	13	34	5	15	2	6
50,000 - 74,999	31	21	11	26	13	34	5	15	2	6
75,000 - 99,999	15	10	1	3	5	14	7	20	2	6
100,000 - 124,999	12	8	1	2	2	5	5	15	4	13
125,000 - 149,999	6	4	-	-	2	5	3	9	1	3
150,000 - 174,999	7	5	1	2	-	-	3	9	3	9
175,000 - 199,999	8	6	2	5	-	-	3	9	3	9
200,000 - 224,999	3	2	-	-	-	-	1	3	2	6
225,000 - 249,999	5	4	-	-	-	-	-	-	5	17
250,000 - 274,999	2	1	-	-	-	-	-	-	2	6
275,000 - 300,000	2	1	-	-	-	-	-	-	2	6
Over 300,000	4	3	-	-	-	-	-	-	4	13
TOTALS	146	100	42	100	38	100	34	100	32	100

*Includes temporary quarters as well as new buildings

Table 3. Original Construction Costs of Total Physical Plant Including Additions*

Construction Cost	Total Unions	% of Unions
Under $250,000	7	5
$ 250,000 - 499,999	16	11
$ 500,000 - 749,999	15	10
$ 750,000 - 999,999	20	14
$1,000,000 - 1,249,999	10	7
$1,250,000 - 1,499,999	11	8
$1,500,000 - 1,749,999	4	3
$1,750,000 - 1,999,999	7	5
$2,000,000 - 2,249,999	7	5
$2,250,000 - 2,499,999	7	5
$2,500,000 - 2,999,999	11	8
$3,000,000 - 3,499,999	7	5
$3,500,000 - 3,999,999	3	2
$4,000,000 - 4,499,999	5	4
$4,500,000 - 5,000,000	5	4
Over $5,000,000	5	4
TOTALS	140	100

*Costs are costs of construction, ranging over past 70 years. These costs are typically for construction only, exclusive of furnishings, equipment, and fees.

Table 4. Construction Costs of New Buildings, 1957-1962, By Enrollment

Construction Cost	Total Unions Number	Total Unions Per Cent	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Under $250,000	2	3	2	-	-	-
$ 250,000- 499,999	11	14	8	3	-	-
$ 500,000- 749,999	9	13	5	4	-	-
$ 750,000- 999,999	15	21	10	5	-	-
$1,000,000-1,249,999	5	7	3	1	1	-
$1,250,000-1,499,999	5	7	2	3	-	-
$1,500,000-1,749,999	3	4	3	-	-	-
$1,750,000-1,999,999	2	3	-	1	1	-
$2,000,000-2,249,999	4	6	-	2	2	-
$2,250,000-2,499,999	2	3	-	1	1	-
$2,500,000-2,999,999	4	6	-	2	2	-
$3,000,000-3,499,999	2	3	1	-	1	-
$3,500,000-3,999,999	2	3	1	-	1	-
$4,000,000-4,499,999	2	3	1	-	-	1
$4,500,000-5,000,000	2	3	-	-	-	2
Over $5,000,000	1	1	-	-	-	1
TOTALS	71	100	36	22	9	4

Table 5. Square Foot Construction Costs, 1957-1962*

Cost	Unions Number	Unions Per Cent
Under $10.00	3	2
$10 - 11.99	3	2
$12 - 13.99	12	10
$14 - 15.99	8	7
$16 - 17.99	18	15
$18 - 19.99	21	17
$20 - 21.99	16	13
$22 - 23.99	13	11
$24 - 25.99	4	3
$26 - 27.99	5	4
$28 - 30.00	4	3
Over $30.00	16	13
TOTALS	123	100

*For most recent construction, exclusive of furnishings and fees.

Table 6. Financing of Original Building Construction at 130 Unions At Public Institutions, By Source of Funds

Source	Total Unions Using Source	% of Cost Financed by Source Indicated 0-15%	16-30%	31-45%	46-60%	61-75%	76-90%	91-100%
Union Fee Accumulations	36	20	4	2	3	-	3	4
City or State Appropriations	19	4	3	3	3	2	-	4
Large Gift	17	4	3	3	2	-	-	5
General Subscription	29	4	7	3	7	2	1	5
College Funds	14	7	2	-	1	1	1	2
Federal Grant	8	-	-	3	2	1	-	2
Federal Loan	60	-	6	6	8	9	11	20
Surpluses from Union Operation	7	5	1	1	-	-	-	-
Surpluses from Operation of Other College Enterprises	1	-	1	-	-	-	-	-
Sale of Old Building	1	1	-	-	-	-	-	-

Table 7. Financing of Original Building Construction at 60 Unions At Private Institutions, By Source of Funds

Source	Total Unions Using Source	% of Cost Financed by Source Indicated 0-15%	16-30%	31-45%	46-60%	61-75%	76-90%	91-100%
Union Fee Accumulations	8	5	1	-	-	1	-	1
City or State Appropriations	-	-	-	-	-	-	-	-
Large Gift	18	3	-	1	6	-	2	6
General Subscription	12	3	1	1	3	-	-	4
College Funds	21	6	3	6	1	-	-	5
Federal Grant	2	1	-	-	-	-	-	1
Federal Loan	17	1	1	1	4	2	2	6
Surpluses from Union Operation	-	-	-	-	-	-	-	-
Surpluses from Operation of Other College Enterprises	1	-	-	-	-	-	-	1
Sale of Old Building	-	-	-	-	-	-	-	-

Table 8. Financing of Original Building Furniture and Equipment at 130 Unions At Public Institutions, By Source of Funds

Source	Total Unions Using Source	% of Cost Financed by Source Indicated						
		0-15%	16-30%	31-45%	46-60%	61-75%	76-90%	91-100%
Union Fee Accumulations	20	-	2	2	-	-	1	15
City or State Appropriations	8	-	-	-	1	-	-	7
Large Gift	3	-	-	1	1	-	-	1
General Subscription	8	2	-	1	2	1	-	2
College Funds	9	1	-	1	-	-	-	7
Federal Grant	2	-	-	1	-	-	-	1
Federal Loan	17	-	-	1	5	3	-	8
Surpluses from Union Operation	14	2	-	1	1	-	-	10
Surpluses from Other College Enterprises	3	1	-	1	-	-	-	1
Sale of Old Building	1	-	-	1	-	-	-	-

Table 9. Financing of Original Building Furniture and Equipment at 60 Unions At Private Institutions, By Source of Funds

Source	Total Unions Using Source	% of Cost Financed by Method Indicated						
		0-15%	16-30%	31-45%	46-60%	61-75%	76-90%	91-100%
Union Fee Accumulations	4	-	-	-	1	-	-	3
City or State Appropriations	-	-	-	-	-	-	-	-
Large Gift	10	-	-	-	2	-	-	8
General Subscription	5	-	-	-	2	-	-	3
College Funds	15	1	-	-	5	-	-	9
Federal Grant	1	-	-	-	1	-	-	-
Federal Loan	1	-	-	-	1	-	-	-
Surpluses from Union Operation	-	-	-	-	-	-	-	-
Surpluses from Operation of Other College Enterprises	-	-	-	-	-	-	-	-

Table 10. Use of Consultants on All Construction, By Original Building, Additions, and Replacement Building*

Consultant	Total Construction		Original Building		1st Addition		2nd Addition		Replacement Building	
Building	50%	73	43%	21	38%	7	39%	12	75%
Bookstore	22%	39	23%	8	14%	5	28%	7	44%
Interiors	54%	72	42%	20	36%	9	50%	16	100%
Food Service	21%	28	16%	7	13%	3	17%	7	44%

*170 Institutions reported information on the Original Building.
56 Institutions reported information on a 1st Addition.
18 Institutions reported information on a 2nd Addition.
16 Institutions reported information on a Replacement Building.

Table 11. Expansion Plans, By Gross Area Estimate, By Enrollment

Square Feet	Total Unions		Enrollment			
	Number	Per Cent	Under 2500	2500-4999	5000-9999	Over 10,000
Under 50,000	29	39	12	11	5	1
50,000- 74,999	19	26	2	6	6	5
75,000- 99,999	13	18	1	3	5	4
100,000-124,999	6	8	1	2	3	-
125,000-149,999	3	4	-	2	-	1
150,000-175,000	4	5	-	-	3	-
TOTALS	74	100	16	24	22	12

Table 12. Expansion Plans, By Cost Estimate, By Enrollment

Estimated Cost	Total Unions		Enrollment			
	Number	Per Cent	Under 2500	2500-4999	5000-9999	Over 10,000
Under $5000,000	17	22	8	7	1	1
$ 500,000- 749,999	7	9	4	3	-	-
$ 750,000- 999,999	4	5	1	3	-	-
$1,000,000-1,249,999	11	13	2	6	3	-
$1,250,000-1,499,999	-	-	-	-	-	-
$1,500,000-1,749,999	7	9	1	1	1	4
$1,750,000-1,999,999	3	4	-	1	2	-
$2,000,000-2,249,999	9	12	1	4	3	1
$2,250,000-2,499,999	1	1	-	-	-	1
$2,500,000-2,749,999	1	1	-	-	1	-
$2,750,000-3,000,000	-	-	-	-	-	-
Over $3,000,000	18	24	1	4	6	7
TOTALS	78	100	18	29	17	14

Table 13. Chronological Development of 164 Union Buildings*

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
**1850-1913	1. Princeton University	1850					
	2. Lehigh University	1869					1956
	3. City College of New York	1878					
	4. Illinois Institute of Technology	1892					1961
	5. Univ. of Pennsylvania (Houston Hall)	1896	1939				
	6. Brown University	1904	1937				
	7. McGill University	1905					
	8. Lake Forest College	1907					1962
	9. Allegheny College	1908					
	10. Ohio State University	1910					1951
	11. University of Sydney	1913	1924	1946	1961		
1914-1925	1. Stanford University	1915	1922				1962
	2. University of Toronto	1919	1931				
	3. Purdue University	1923	1929	1934	1939	1956) 1958) 1962)	
	4. Cornell University	1925	1935	1952	1958		
	5. Michigan State University	1925	1936	1948			

* Chronology based on dates of Original Building. This term generally signifies the date the present building was constructed. Many unions had temporary quarters prior to the dates shown.

** Houston Hall, University of Pennsylvania has long been recognized as the first college union founded in the United States. The conflicting establishment dates recorded in the 1850-1913 "time period" are listed as reported in questionnaire responses.

Table 13. (Continued)

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
1926-1935	1. State University of Iowa	1926	1927	1955			
	2. University of Kansas	1927	1948	1953	1960		
	3. Univ. of Illinois Medical Center	1927					
	4. Emory University	1927	1950				
	5. Oregon State University	1928	1941	1959			
	6. University of Wisconsin (Madison)	1928	1939	1948	1957		
	7. Iowa State University	1928	1938	1948	1953	1958	
	8. University of Oklahoma	1929	1950				
	9. Bowdoin College	1929					
	10. Univ. of California at Los Angeles	1930	1961				
	11. University of Utah	1930					1956
	12. University of Rochester	1930	1945				
	13. Eastern Michigan	1931					
	14. University of North Carolina	1931					
	15. Indiana University	1932	1958	1959	1962		
	16. Marshall University	1933	1953				
	17. University of Texas	1933	1960				
	18. State Univ. of New York (Buffalo)	1934	1953				1962
	19. Rockford College	1934					
	20. University of Cincinnati	1935					
1936-1945	1. University of Florida	1936	1937	1948			
	2. University of British Columbia	1936	1957				
	3. University of New Mexico	1937	1948				1959
	4. Colorado State University	1937	1939	1951			1961
	5. University of Nebraska	1938	1959				
	6. Western Michigan University	1938					1957

Table 13. (Continued)

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
	7. University of Wyoming	1939	1959				
	8. Central Michigan University	1939					1960
	9. University of Minnesota	1939	1959	1962			
	10. Drexel Institute of Technology	1939					1962
	11. Univ. of Minnesota (St. Paul)	1940					1959
	12. University of Illinois	1940	1963				
	13. Humboldt State College	1941					
	14. College of Wooster	1943					1960
1946-1950	1. New Mexico State University	1947	1960				
	2. West Virginia University	1948					
	3. State Univ. of New York (Fredonia)	1950					
	4. University of Arizona	1950	1957	1962			
	5. Oklahoma State University	1950					
	6. University of Alberta	1950					
	7. University of Oregon	1950	1963				
	8. Texas A. & M.	1950					
1951-1957	1. Sam Houston State Teachers College	1951					
	2. Kansas State College	1951	1963				
	3. State Univ. of New York (Oswego)	1951					
	4. University of North Dakota	1951					
	5. State Univ. of New York (Cortland)	1951	1961				
	6. State Univ. of New York (Potsdam)	1951					
	7. DePauw University	1951					
	8. University of Bridgeport	1951					1962
	9. Evansville College	1951	1959				

Table 13. (Continued)

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
	10. Washington State University	1952	1958				
	11. Ball State Teachers College	1952	1959	1961			
	12. State Univ. of New York (Albany)	1952					
	13. University of Missouri	1952	1963				
	14. University of Connecticut	1952	1959				
	15. Utah State University	1952					
	16. Wheaton College	1952					
	17. North Dakota State University	1953	1958				
	18. Ohio University	1953					
	19. University of Colorado	1953					
	20. Texas Technological College	1953	1962				
	21. University of Maine	1953					
	22. Eastern Montana College	1954					1962
	23. University of Rhode Island	1954					
	24. University of Maryland	1954	1963				
	25. Clarkson College of Technology	1954					
	26. New York Univ. (Univ. Heights)	1954					
	27. Montana State University	1955					
	28. University of California (Davis)	1955	1961				
	29. Pennsylvania State Univ. (Univ. Park)	1955					
	30. Eastern Washington State College	1955	1958				
	31. Valparaiso University	1955	1960				
	32. University of Wisconsin (Milwaukee)	1956	1963				
	33. Kansas State University	1956	1963				
	34. University of Southern Mississippi	1956					
	35. University of Minnesota (Duluth)	1956	1957				

Table 13. (Continued)

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
	36. Univ. of New England (Australia)	1956	1961				
	37. Illinois State Normal University	1956					
	38. University of Massachusetts	1957					
	39. Miami University	1957					
	40. Adams State College	1957					
	41. University of New Hampshire	1957					
	42. Cornell College	1957					
	43. University of Georgia	not known	1956				
1958-1963	1. Univ. of California Medical Center	1958	1959	1960			
	2. Newark State College	1958	1962				
	3. Fort Hays Kansas State College	1958					
	4. Wisconsin State College (Whitewater)	1958					
	5. University of Nevada	1958	1963				
	6. Portland State College	1958	1962				
	7. Western Illinois University	1958					1963
	8. Dutchess Community College	1958					
	9. University of Virginia	1958					
	10. Lycoming College	1958					
	11. Rice University	1958					
	12. Detroit Institute of Technology	1958					
	13. Murray State College	1959					
	14. Lower Columbia College	1959					
	15. Wisconsin State College (Eau Claire)	1959					
	16. Wisconsin State College (LaCrosse)	1959					
	17. Wisconsin State College (Oshkosh)	1959					
	18. University of Wichita	1959					

Table 13. (Continued)

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
	19. Southern University	1959					
	20. Western Washington State College	1959	1960	1962			
	21. Vincennes University	1959					
	22. Idaho State College	1959					
	23. Tulane University	1959					
	24. Gettysburg College	1959					
	25. Columbia College	1959					
	26. Colorado College	1959					
	27. New York Univ. (Washington Square)	1959					
	28. LaSalle College	1959					
	29. Kwansei Gakuin University (Japan)	1959					
	30. Northern Montana College	1960					
	31. Missouri School of Mines and Metallurgy	1960					
	32. Steven F. Austin State College	1960					
	33. Danbury State College	1960					
	34. College of William and Mary	1960					
	35. Prairie View A. & M. College	1960					
	36. Augustana College	1960					
	37. Trinity College	1960					
	38. Fordham University	1960					
	39. North Central College (Illinois)	1960					
	40. St. Olaf College	1960					
	41. Middlebury College	1960					
	42. Pueblo Junior College	1961					
	43. North Dakota State School of Science	1961					

Table 13. (Continued)

Time Period	Institution	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
	44. North Idaho Junior College	1961					
	45. McMaster University (Canada)	1961					
	46. New Castle Univ. College (Australia)	1961					
	47. Oregon College of Education	1961					
	48. Southern Illinois University	1961					
	49. Assumption University of Windsor	1961					
	50. University of Kansas City	1961					
	51. Carnegie Institute of Technology	1961					
	52. Berea College	1961					
	53. Indiana State College (Pennsylvania)	1961	1963				
	54. Mesa College	1962					
	55. South West Texas State College	1962					
	56. Northern Illinois University	1962					
	57. Pennsylvania State University (McKeesport)	1962					
	58. Mount Union College	1962					
	59. Denison College	1962					
	60. Luther College	1962					
	61. Muhlenberg College	1963					
	62. Monmouth College	1963					
	63. Louisiana State University	1963					

Table 14. Gross Physical Plant Area of 144 Union Buildings, In Square Feet*

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
Up to 30,000 Square Feet								
1. North Idaho Junior College	2,500	6,377	6,377					
2. Danbury State College	825	7,000	7,000					
3. Univ. of Pennsylvania (Bennett Union)	6,100	9,826	9,826					
4. East Carolina College	5,410	12,213	12,213					
5. Lower Columbia College	800	12,971	12,971					
6. Vincennes University	670	13,000	13,000					
7. Detroit Inst. of Technology	2,400	13,851	13,851					
8. Nebraska State Teachers College	2,255	14,500	13,000	1,500				
9. Dade County Junior College	3,600	15,000	15,000					
10. Clarkson College of Technology	1,652	16,000	16,000					
11. Indiana State College (Pa.)	3,870	17,000	17,000					
12. Wheaton College	1,791	17,710	17,710					
13. Adams State College	1,419	17,840	17,840					
14. Univ. of New England (Australia)	800	18,000	12,000	6,000				
15. New Castle University	1,300	18,000	18,000					
16. North Central College (Illinois)	933	19,000	19,000					
17. University of North Carolina	6,935	21,000	21,000					

* The total gross square footage of the present plant, as given in the questionnaire responses, is the determining factor in relating a Union to the several size categories. The area listed may not be accurate in all cases, due to colleges furnishing already available data on net space, or including outdoor decks and terraces, or even including the area of additions not yet built. This is to be expected in a survey of this kind.

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
18. Univ. of Missouri, School of Mines and Metallurgy	3,215	24,600	24,600					
19. N. Dakota State School of Science	1,570	25,600	25,600					
20. Northern Montana College	827	25,614	25,614					
30,000 - 49,999 Square Feet								
1. McGill University	8,000	30,000	30,000					
2. Univ. of Rhode Island	3,635	30,250	30,250					
3. Kwansei Gakuin Univ. (Japan)	9,958	30,270	30,270					
4. Augustana College	1,242	31,000	31,000					
5. South West Texas State College	3,500	32,000	32,000					
6. Mesa College	1,216	32,534	32,534					
7. Univ. of Alberta (Edmonton)	9,999	34,000	34,000					
8. University of Florida	10,764	34,234	16,340	2,500	15,395			
9. McMaster University	2,300	35,000	35,000					
10. Wisconsin State College (Eau Claire)	2,550	35,542	35,542					
11. University of Nevada	3,000	37,000	17,000	20,000				
12. Newark State College	1,900	37,325	30,000	7,325				
13. Wisconsin State College (Oshkosh)	3,339	37,500	37,500					
14. Mt. Union College	958	37,500	37,500					
15. Wisconsin State College (Whitewater)	3,009	38,769	38,769					
16. Southern University	4,645	39,395	39,395					
17. Dutchess Community College	860	39,700	17,000					39,700

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
18. Rice University	1,600	41,000	41,000					
19. Valparaiso University	2,964	41,300	36,000	5,300				
20. Columbia College	2,400	42,000	42,000					
21. Fort Hayes State College	2,860	42,620	42,620					
22. Oregon College of Education	1,400	43,000	43,000					
23. Evansville College	2,000	44,560	40,000	4,560				
24. DePauw University	2,378	44,500	44,500					
25. Colorado College	1,200	44,644	44,644					
26. Steven F. Austin State College	2,547	45,000	45,000					
27. Prairie View A. & M. College	3,026	45,000	45,000					
28. University of North Dakota	4,800	45,000	45,000					
29. University of Arkansas	6,867	46,198	37,462	5,708	3,028			
30. Trinity College	1,044	46,224	46,224					
31. Cornell University	11,707	48,034	42,534	1,400	4,104			
32. Illinois State Normal University	5,515	49,000	49,000					
50,000 - 74,999 Square Feet								
1. University of Minnesota (St. Paul)	2,500	50,000						50,000
2. Denison University	1,577	50,000	50,000					
3. Middlebury College	1,300	50,000	50,000					
4. Eastern Montana College	2,500	50,020	50,020					
5. Stanford University	8,899	52,789						52,789
6. Emory University	2,043	53,206	23,675	29,531				
7. West Virginia University	6,524	54,494	54,494					
8. Eastern Michigan University	4,787	55,056	55,056					

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
9. North Dakota State University	3,800	55,240	49.000	6,240				
10. Muhlenberg College	1,148	55,600	55,600					57,000
11. Drexel Institute of Technology	3,771	57,000	15,000					
12. University of Maine	4,200	58,000	58,000					
13. University of Minnesota (Duluth)	3,152	58,969	56,385	2,584				
14. University of California (Davis)	3,183	59,300	24,000	35,300				
15. Wisconsin State College (La Crosse)	2,159	59,386	59,386					
16. Idaho State College	3,069	59,442	59,442					
17. University of Kansas City	1,800	60,000	60,000					
18. Miami University	7,757	60,000	60,000					
19. New York Univ. (Univ. Heights)	2,383	60,894	60,894					
20. Weber College	2,802	61,843	61,843					62,525
21. University of Bridgeport	3,500	62,525						
22. Gettysburg College	1,850	63,000	63,000					
23. Western Washington State College	1,625	63,991	31,200	8,300	24,491			
24. Inter-American Univ. (Puerto Rico)	1,300	64,000	64,000					
25. Luther College	1,200	65,000	65,000					
26. University of Rochester	2,989	66,300	33,000	33,300				
27. University of Sydney	13,000	68,000	68,000					
28. University of Delaware	4,024	68,508	68,508					
29. University of New Hampshire	3,555	68,513	68,513					
30. Kansas State College	3,560	69,000	35,000	34,000				
31. College of William and Mary	2,628	72,975	72,975					

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
32. LaSalle College	2,600	73,000	73,000					
75,000 - 99,999 Square Feet								
1. Western Illinois University	4,200	75,000	35,000					75,000
2. New Mexico State University	3,407	75,860	33,000	42,860				
3. University of Pennsylvania (Houston Hall)	5,000	80,000	40,000	40,000				
4. University of Wyoming	4,800	80,000	50,000	30,000				
5. St. Olaf College	1,993	81,000	81,000					
6. University of Wichita	5,160	85,000	85,000					
7. Carnegie Institute of Technology	3,500	85,715	85,715					
8. Texas Technological College	11,551	88,000	33,000	55,000				
9. Central Michigan University	5,536	89,000	25,680					89,000
10. University of Massachusetts	6,560	89,000	89,000					
11. Ohio University	9,999	91,388	91,388					
12. New York Univ. (Wash. Square)	42,723	93,861	93,861					
13. University of Cincinnati	9,228	94,227	94,227					
14. Assumption University of Windsor	2,500	95,000	95,000					
15. Sam Houston Teachers College	5,999	96,000	35,000					96,000
100,000 - 124,999 Square Feet								
1. Lehigh University	2,600	100,000						100,000
2. Penn State Univ. (Univ. Park)	15,415	103,180	103,180					
3. Utah State University	5,081	104,000	104,000					
4. Fordham University	10,000	104,400	104,400					

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Further Additions	Replacement Building
5. University of Connecticut	8,038	105,000	50,000	55,000				
6. University of Arizona	13,419	105,260	80,000	8,260	17,000			
7. Portland State College	5,800	112,000	56,000	56,000				
8. Illinois Institute of Technology	1,900	112,710	112,710					
9. Univ. of Wisconsin (Milwaukee)	6,500	118,000	18,000	100,000				
10. Murray State College	3,193	120,000	120,000					
11. University of Nebraska	12,373	122,000	62,000	60,000				
12. University of Virginia	5,422	122,500	122,500					
13. University of Oregon	8,032	123,665	104,500	19,165				
125,000 - 149,999 Square Feet								
1. Tulane University	3,924	125,000	125,000					
2. Texas A. & M. College	7,175	130,000	130,000					
3. Colorado State University	6,652	140,000	140,000					
4. University of Colorado	10,127	144,000	144,000					
5. University of New Mexico	7,000	147,500	147,500					
150,000 - 174,999 Square Feet								
1. University of Toronto	16,000	152,000	152,000					
2. University of Utah	13,000	155,000	28,000					155,000
3. Ball State Teachers College	7,080	161,000	65,000	6,000	90,000			
4. Univ. of Calif. (San Francisco Med)	1,976	162,000	162,000					
5. University of Missouri	10,742	164,019	80,121	21,480	62,418			
6. State Univ. of New York (Buffalo)	7,055	166,816	58,376	24,036				166,816
7. University of Texas	21,390	170,420	80,000	90,420				

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Future Additions	Replacement Building
8. Washington State University	8,000	172,000	167,000	5,000				
175,000 - 199,999 Square Feet								
1. Northern Illinois University	7,347	175,000	175,000					
2. State University of Iowa (Ames)	9,225	178,300	89,500	15,000	10,800	40,000	23,000	
3. University of Kansas	9,150	188,000	55,000	11,000	72,000	50,000		
4. University of Maryland	17,500	188,000	55,000	133,000				
200,000 - 224,999 Square Feet								
1. Western Michigan University	9,819	200,000	30,000					200,000
2. Ohio State University	28,169	203,200	31,000					203,200
3. University of Oklahoma	12,117	205,000	60,000	145,000				
225,000 - 249,999 Square Feet								
1. Univ. of Calif at Los Angeles	21,000	228,000	52,000	176,000				
2. Indiana University	13,071	230,101	46,759	9,590	172,952			800
3. Louisiana State University	11,953	234,848	234,848					
4. Univ. of Wisconsin (Madison)	15,580	236,000						40,000
5. Oklahoma State University	10,293	241,058	241,058					
250,000 - 274,999 Square Feet								
1. Southern Illinois University	10,362	250,000	250,000					
275,000 - 299,999 Square Feet								
1. State Univ. of Iowa (Iowa City)	12,114	283,744						

Table 14. (Continued)

Institution	Enrollment	Total Present Area	Original Building	1st Addition	2nd Addition	3rd Addition	Future Additions	Replacement Building
2. University of Illinois	24,169	287,000	137,000	150,000				
300,000 Square Feet and Over								
1. Bringham Young University	12,399	300,000	300,000					
2. University of Minnesota	39,263	334,406						
3. Oregon State University	11,036	349,000	79,000	90,000	180,000			
4. Purdue University	13,600	741,000						

SECTION A-2

ORGANIZATIONAL STRUCTURE

Table 15. Composition of Policy Making Body
Unions Established Before 1957 (81 Unions)

Group Represented on Policy Board	No. of Representatives 1	2	3	4	5	6-10	Over 10	Total Unions		Elected	Appointed	Ex-Officio
Institution's Governing Board	16	2	1	1	0	4	4	28	35%	5	17	12
President	41	0	0	0	0	0	0	41	51%	0	23	11
Vice President	26	0	0	0	0	0	0	26	32%	0	21	2
Business Office	36	0	0	0	0	0	0	36	44%	0	23	12
Student Affairs Dean	37	15	2	0	0	0	0	54	67%	0	28	26
Faculty	20	27	12	5	4	5	1	74	91%	10	57	7
Alumni	32	10	3	2	0	0	1	48	59%	5	36	11
Student Government	35	13	9	6	1	5	1	70	86%	20	30	19
Union Board of Program	25	12	9	1	4	8	4	63	78%	15	36	12
General Student Body	14	2	7	7	3	12	4	49	60%	10	34	4
Union Staff	49	26	3	0	0	0	0	78	95%	2	52	43
Other Administrative	7	0	0	0	0	0	0	7	9%	0	6	1

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Table 16. Composition of Policy Making Body
Unions Established, 1957 - 62 (54 Unions)

Group Represented on Policy Board	No. of Representatives 1	2	3	4	5	6-10	Over 10	Total Unions		Elected	Appointed	Ex-Officio
Institution's Governing Board	2	1	2	0	1	2	4	12	22%	2	11	4
President	24	1	0	0	0	0	0	25	46%	7	6	11
Vice President	10	1	0	0	0	0	0	11	20%	5	4	3
Business Office	25	1	0	0	0	0	0	26	48%	0	16	9
Student Affairs Dean	26	8	0	0	0	0	0	34	63%	0	26	8
Faculty	13	18	7	4	3	4	2	51	94%	3	45	3
Alumni	14	8	1	1	0	0	0	24	44%	2	21	1
Student Government	26	9	3	3	1	4	2	48	89%	12	28	9
Union Board of Program	12	5	3	3	0	6	3	32	59%	12	18	3
General Student Body	6	4	1	3	5	4	3	26	48%	9	15	0
Union Staff	26	14	2	1	0	1	0	44	81%	0	28	25
Other Administrative	4	0	0	0	0	0	0	4	7%	0	4	0

Table 17. Chairman of Policy Making Body

Representative	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Union Board	47	37	28	39	19	35
Administration or Faculty	42	33	22	30	20	37
Student Government	25	20	15	21	10	19
Union Staff	12	10	7	10	5	9
TOTALS	126	100	72	100	54	100

Table 18. Frequency of Meetings of Policy Making Board

Frequency	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Weekly	27	19	16	19	11	22
Bi-Weekly	16	12	9	10	7	13
Monthly	50	36	28	33	22	42
Bi-Monthly	11	8	6	7	5	9
Quarterly	11	8	8	9	3	6
Semi-Annually	5	4	4	5	1	2
Annually	4	3	3	3	1	2
No Regular Schedule	14	10	12	14	2	4
TOTALS	138	100	86	100	52	100

Table 19. Composition of Program Board
Unions Established Before 1957 (78 Unions)

Group Represented on Program Board	1	2	3	4	5	6-10	Over 10	Total Unions	Elected	Appointed	Ex-Officio
Student Affairs Dean	16	3	0	0	0	0	0	19 24%	0	8	11
Faculty	17	10	3	2	1	0	0	33 42%	3	27	3
Alumni	10	0	0	0	0	0	0	10 13%	0	10	0
Student Government	22	5	1	2	0	2	0	32 41%	5	17	10
General Student Body	7	3	3	1	1	10	20	45 58%	15	23	3
Student Chairman of Program Committee	30	1	1	2	3	23	9	69 88%	35	26	2
Union Staff	43	23	2	1	2	0	0	71 91%	2	27	36
Administration	4	1	1	0	1	3	0	10 13%	3	4	1

Table 20. Composition Program Board
Unions Established in 1957 - 62 (41 Unions)

Group Represented on Program Board	1	2	3	4	5	6-10	Over 10	Total Unions	Elected	Appointed	Ex-Officio
Student Affairs Dean	7	0	0	0	0	0	0	7 17%	0	5	1
Faculty	7	0	2	1	0	1	0	11 27%	0	9	2
Alumni	4	0	1	0	0	0	0	5 12%	1	3	1
Student Government	10	2	1	2	1	1	1	18 44%	8	6	3
General Student Body	5	1	1	3	2	12	5	29 71%	8	20	0
Student Chairman of Program Committee	12	0	0	5	3	8	0	28 70%	13	13	1
Union Staff	24	8	0	2	1	2	0	37 90%	0	13	22
Administration	0	1	0	0	0	0	1	1 2%	0	0	1

Table 21. Chairman of Program Board

Representative	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Union Policy Board	67	65	43	73	24	55
Student Government	16	15	7	12	9	20
General Student Body	12	12	6	10	6	13
Union Staff	8	8	3	5	5	11
TOTALS	103	100	59	100	44	100

Table 22. Frequency of Meetings of Program Board

Frequency	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Weekly	81	58	51	60	30	58
Bi-Weekly	25	18	14	16	11	21
Monthly	21	15	14	16	7	13
Bi-Monthly	6	4	5	6	1	2
Quarterly	1	1	0	-	1	2
Semi-Annually	1	1	0	-	1	2
Annually	1	1	1	1	0	-
Irregularly	2	2	1	1	1	2
TOTALS	138	100	86	100	52	100

Table 23. Program Board Responsible to What Authority

Authority	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Union Staff	58	42	37	43	21	42
Policy Making Board	33	24	18	21	15	30
Student Government	23	17	14	17	9	18
Other Student Groups	7	5	5	5	2	4
Institution's Governing Body	7	5	7	8	0	-
Dean of Students	5	4	3	3	2	4
President	4	3	3	3	1	2
TOTALS	137	100	87	100	50	100

Table 24. Compensation for Program Board Members

Compensation	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Yes	17	10	7	7	10	15
No	149	90	94	93	55	85
TOTALS	166	100	101	100	65	100

Table 25. Compensated Program Board Members

Members	Total Unions No.	Total Unions %	Date of Establishment Before 1957	1957-1962
Chairman	6	35	2	4
Assistant Chairman	4	24	2	2
Secretary	1	6	0	1
All Student Members	6	35	3	3
TOTALS	17	100	7	10

Table 26. Amount of Compensation for Program Board Members

Amount Compensated	Total Unions No.	Total Unions %	Date of Establishment Before 1957	1957-1962
Up to $100 per year	–	–	0	0
$100 - 250 per year	3	18	0	3
$251 - 500 per year	5	29	2	3
$501 - 1000 per year	6	35	3	3
Over $1000 per year	1	6	0	1
Tuition Remitted	2	12	0	2
TOTALS	17	100	5	12

Table 27. Awards for Program Board Members

Awards Given	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Yes	85	54	57	60	28	45
No	72	46	38	40	34	55
TOTALS	157	100	95	100	62	100

Table 28. Nature of Awards for Program Board Members

Nature of Awards	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Key	24	23	21	31	3	8
Certificate	21	20	13	19	8	22
Banquet	21	20	11	16	10	28
Small Momento	10	10	4	6	6	17
Pin	9	9	6	9	3	8
Life Membership	6	6	3	5	3	8
Plaque	6	6	4	6	2	6
Blazer	4	4	3	5	1	3
Pen-Pencil Set	2	2	2	3	0	-
TOTALS	103	100	67	100	36	100

Table 29. Method of Selection of Program Board Non-Student Members

Method of Selection	Total Unions No.	Total Unions %	Date of Establishment Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Appointed by President	12	31	9	32	3	28
Appointed by Union Staff	9	23	8	29	1	9
Selected by Union Policy Making Body	5	13	2	7	3	27
Selected by Previous Program Board	5	13	5	18	0	-
Appointed by Faculty Committee	4	10	1	3	3	27
Appointed by Personnel Dean	2	5	1	3	1	9
Selected by Student Members of Program Board	2	5	2	7	0	-
TOTALS	39	100	28	100	11	100

Table 30. Method of Selection of Program Board Student Members

Method of Selection	Total Unions No.	Total Unions %	Date of Establishment: Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Appointed or Elected by Previous Program Board	21	32	16	38	5	20
Appointed or Elected by Student Government	14	21	9	22	5	20
Appointed by Union Policy Making Body	12	18	6	15	6	24
Elected in General Student Election	9	13	5	12	4	16
Appointed by President	3	4	1	2	2	8
Appointed or Elected by Coordinated Student Government - Program Board Effort	3	4	2	5	1	4
Appointed or Elected by Program Board	2	3	1	2	1	4
Appointed by Union Staff	2	3	1	2	1	4
Appointed by Faculty Committee	1	2	1	2	0	-
TOTALS	67	100	42	100	25	100

Table 31. Number of Program Committees

No. of Committees	Unions Number	Unions Per Cent
1-5	39	26
6	17	11
7	17	11
8	19	14
9	12	8
10	11	7
11	6	4
12	6	4
14	2	1
15	3	2
Over 15	18	12
TOTALS	150	100

Table 32. Size of Program Committees

Average No. of Students per Committee	Unions Number	Unions Per Cent
1-10	93	63
11-15	25	17
16-25	21	14
26-35	8	5
Over 35	1	1
TOTALS	148	100

Table 33. Types of Program Committees in 180 Unions

Committee	Date of Establishment: Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
General Entertainment	109	99	62	89
Special Events -- Social	107	97	54	77
Music--Arts	64	58	32	46
Games--Tournaments	57	52	27	39
Publicity	50	45	17	24
Dance	47	43	19	27
Movies	39	35	25	36
House--Hospitality	35	32	17	24
Public Relations	28	25	17	24
Forum--Lecture	22	20	8	11
Decorations	20	18	10	14
Personnel	12	11	7	10
International	11	10	3	4
Coffee Hour	9	8	6	9
Finance	9	8	1	1
Travel	7	6	2	3
Crafts	7	6	1	1
Outing	7	6	2	3
Debate				

Table 34. Method of Selection of Program Committee Chairman

Method of Selection	Total Unions No.	Total Unions %	Date of Establishment: Before 1957 No.	Before 1957 %	1957-1962 No.	1957-1962 %
Appointed by Policy Board	54	43	34	44	20	41
Election by Committee Members	36	28	24	31	12	25
Appointed by Program Board	16	13	8	11	8	16
Appointment by Committee Members	11	9	7	9	4	8
Appointed by Student Government	9	7	4	5	5	10
TOTALS	126	100	77	100	49	100

Table 35. Frequency of Program Committee Meetings (Total Group)

Frequency of Meetings	Total Unions		Date of Establishment Before 1957		1957-1962	
	No.	%	No.	%	No.	%
Weekly	56	43	38	48	18	37
Bi-Weekly	18	14	11	14	7	14
Monthly	23	18	15	19	8	16
Bi-Monthly	6	5	4	5	2	4
Quarterly	7	6	5	6	2	4
Semi-Annually	16	12	6	7	10	21
Annually	3	2	1	1	2	4
TOTALS	129	100	80	100	49	100

Table 36. Frequency of Program Committee Meetings (Individual Committees)

Frequency of Meetings	Total Unions		Date of Establishment Before 1957		1957-1962	
	No.	%	No.	%	No.	%
Weekly	67	67	46	71	21	60
Bi-Weekly	20	20	12	18	8	23
Monthly	7	7	2	3	5	14
Bi-Monthly	6	6	5	8	1	3
TOTALS	100	100	65	100	35	100

Table 37. Compensation for Program Committee Chairman

Compensation for Chairman	Total Unions	Date of Establishment Before 1957	1957-1962
Yes	1	1	0
No	154	94	60
TOTALS	155	95	60

Table 38. Awards for Program Committee Members

Awards Given	Total Unions		Date of Establishment			
			Before 1957		1957-1962	
	No.	%	No.	%	No.	%
Yes	74	48	52	56	22	36
No	80	52	41	44	39	64
TOTALS	154	100	93	100	61	100

Table 39. Nature of Awards for Program Committee Members

Nature of Awards	Total Unions		Date of Establishment			
			Before 1957		1957-1962	
	No.	%	No.	%	No.	%
Certificate	27	30	17	28	10	35
Banquet or Party	23	26	16	26	7	24
Key	11	12	8	13	3	11
Small Memento	8	9	5	8	3	11
Pin	7	8	6	10	1	3
Plaque	6	6	5	8	1	3
Service Award	3	4	3	5	0	–
Blazer	2	2	0	–	2	7
Watch	1	1	1	2	0	–
Pen-Pencil Set	1	1	0	–	1	3
Desk Set	1	1	0	–	1	3
TOTALS	90	100	61	100	29	100

SECTION A-3

PROFESSIONAL STAFF

Table 40. Number of Professional Staff Members Employed*

No. Staff Positions	Total Unions		Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
One	38	21	26	41	9	19	3	8	0	-
Two	35	20	14	22	15	32	5	13	1	3
Three	37	21	13	21	12	26	9	24	3	10
Four	22	12	7	11	5	11	3	8	7	24
Five	22	12	1	2	4	8	7	18	10	33
Six or more	24	14	2	3	2	4	11	29	9	30
TOTALS	178	100	63	100	47	100	38	100	30	100

* Only the number of "top staff positions" up to 6 requested in survey.

Table 41. Academic Rank of Staff Members

Position	Academic Rank	
	No.	%
Director or Manager	78	55
Administrative Assistant	4	3
Assistant Director	29	21
Program Director	15	11
Food Service Manager	10	7
Bookstore Manager	4	3
Night Manager	0	-
TOTALS	140	100

Table 42. Educational Background of Union Director

	Enrollment												
	Under 2500			2500 - 4999			5000 - 9999			Over 10,000			
	Bach.	Mas.	Dr.	Bach.	Mas.	Dr.	Bach.	Mas.	Dr.	Bach.	Mas.	Dr.	Total
Administration	1				2			1		1	1		6
Agriculture	1												1
Business	7	5	1		9		7	2		10			41
Education	2	7		1	4	1	1	4	1		1		22
Engineering	1						1	1					3
English	2			2									4
Fine Arts	2	3						1			1		7
Guidance-Counseling		4	1		3		2	1			1		12
History-Political Science	4	1		1		2	3						11
Home Economics	1			1									2
Hotel-Restaurant	2			3			2			3			10
Law		1											1
Personnel		3			2				1		1		7
Philosophy					1								1
Physical Education		3			1		1				1		6
Physical Science	1	1		1	1		1			1			6
Psychology	2	1		1	2								6
Recreation		3		1	1			4	1		1		11
Sociology	1		1							2			4
TOTALS	27	32	3	11	26	3	18	14	3	17	7	0	161

Table 43. Educational Background of Subordinate Staff Members

Major Field	Total No.	Total %	Staff Positions: Assistant Director	Administrative Assistant	Program Director	Food Manager	Bookstore Manager	Night Manager
Administration	6	2.1	1	3	2			
Agriculture	1	.3	1					
Business	59	21.7	17	18	6	5	11	2
Economics	5	1.7	2	2		1		
Education	27	9.8	12	2	10	1	2	
Engineering	5	1.7	4					1
English	5	1.7	2		1		2	
Fine Arts	13	4.7	6		6			1
Guidance-Counseling	17	6.2	10	1	6			
History-Political Science	16	5.9	10	1	3		2	
Home Economics	18	6.6			3	14		1
Hotel Restaurant	36	13.1	2	1		33		
Journalism	4	1.4	2		2			
Languages	2	.7			1	1		
Law	2	.7				1		1
Natural Sciences	5	1.7	2	1	1			1
Personnel	8	3.8	6		2			
Physical Education	12	4.4	7	1	3	1		
Physical Sciences	2	.7	1				1	
Psychology	7	2.6	4	1	2			
Recreation	8	3.8	1		5			2
Sociology-Social Work	13	4.7	5	1	7	—	—	—
TOTALS	271	100	95	32	60	57	18	9

Table 44. Union Function of Director*

Union Function	Total		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Student Programs and Activities	141	78	52	80	38	79	28	80	23	72
Food Service	75	42	23	35	18	37	18	51	16	50
Operation of Recreation Facilities	126	70	43	66	36	75	28	80	19	59
Bookstore Operation	47	26	17	26	10	21	11	31	9	28
Guest Room Operation	30	17	6	9	8	17	9	26	7	21
Building Maintenance	105	58	30	46	30	63	27	77	18	56
General Building Services	113	63	36	55	33	69	24	69	20	63
Physical Plant Department	66	37	15	23	15	31	19	54	17	53

* of 180 Unions

Table 45. Union Function of Assistant Director*

Union Function	Total		Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
Student Programs and Activities	55	58	16	10	16	13
Food Service	18	19	2	5	6	5
Operation of Recreation Facilities	47	49	11	11	13	12
Bookstore Operation	4	4	–	–	2	2
Guest Room Operation	14	15	1	4	1	8
Building Maintenance	35	37	1	6	14	14
General Building Services	40	42	6	6	14	14
Physical Plant Department	19	20	3	6	3	7

* of 95 Unions

Table 46. Union Function of Administrative Assistant*

Union Function	Total No.	Total %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Student Programs and Activities	6	19	2	2	1	1
Food Service	5	16	1	–	3	1
Operation of Recreation Facilities	8	25	2	2	2	2
Bookstore Operation	2	6	–	–	2	–
Guest Room Operation	4	13	1	2	1	–
Building Maintenance	9	28	1	2	3	3
General Building Services	9	28	1	2	3	3
Physical Plant Department	3	9	–	–	3	–

* of 32 Unions

Table 47. Union Function of Program Director*

Union Function	Total No.	Total %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Student Programs and Activities	66	100	9	21	18	18
Food Service	2	3	–	–	–	2
Operation of Recreation Facilities	16	24	1	9	–	6
Bookstore Operation	1	2	–	–	–	1
Guest Room Operation	1	2	–	–	–	1
Building Maintenance	3	5	–	1	–	2
General Building Services	10	15	1	5	2	2
Physical Plant Department	3	5	–	–	–	3

* of 66 Unions

Table 48. Union Function of Food Manager*

Union Function	Total No.	Total %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Student Programs and Activities	3	4	1	–	–	2
Food Service	73	100	19	22	17	15
Operation of Recreation Facilities	1	1	1	–	–	–
Building Maintenance	1	1	–	–	–	1
General Building Services	3	4	1	–	–	2
Physical Plant Department	3	4	–	–	1	2

* of 73 Unions

Table 49. Union Function of Bookstore Manager*

Union Function	Total No.	Total %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Student Programs and Activities	1	3	1	–	–	–
Operation of Recreation Facilities	1	3	–	1	–	–
Bookstore Operation	32	100	11	10	8	3
Building Maintenance	1	3	1	–	–	–
Physical Plant Department	2	6	–	–	1	1

* of 32 Unions

Table 50. Union Function of Night Manager*

Union Function	Total No.	Total %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Student Programs and Activities	9	60	1	1	5	2
Food Service	4	27	–	2	1	1
Operation of Recreation Facilities	7	47	3	1	2	1
Building Maintenance	5	33	–	1	3	1
General Building Services	7	47	1	1	4	1
Physical Plant Department	2	13	1	–	–	1

* of 15 Unions

Table 51. Line of Responsibility of Staff Members Of 100 Unions Established Before 1957

To Whom Staff Person is Responsible	Director No.	Director %	Assistant Director	Administrative Asst.	Program Director	Food Manager	Bookstore Manager	Night Manager
	Staff Position							
President	8	8			1			
Vice-President	3	3						
Student Affairs Dean	44	44	3		2	1		
Business Manager	12	12	1			3	3	
Student Affairs Dean and President	1	1						
President and Business Mgr	5	5						
Student Affairs Dean and Business Manager	8	8						
President and Union Policy Board	3	3						
Student Affairs Dean and Union Policy Board	2	2						
Student Government	3	3					1	
Union Director			58	10	59	42	13	10
Union Policy Board	8	8						
Institution's Governing Board	1	1						
Dining Service Manager						5		
Student Activities Director	2	2						
TOTALS	100	100	62	10	62	51	17	10

Table 52. Line of Responsibility of Staff Members Of 80 Unions Established 1957-1962

To Whom Staff Person is Responsible	Director No.	Director %	Assistant Director	Administrative Asst.	Program Director	Food Manager	Bookstore Manager	Night Manager
			Staff Position					
President	19	24				1	1	
Vice-President						1		
Student Affairs Dean	29	36			1			
Business Manager	18	23	1			3	3	
President and Student Affairs Dean	-	-						
President and Business Mgr	4	5						
Student Affairs Dean and Business Manager	7	9						
President and Union Policy Board	-	-						
Student Affairs Dean and Union Policy Board	1	1						
Student Government	-	-						
Union Director			30	2	24	19	17	3
Union Policy Board	2	2				3		
Institution's Governing Board	-	-						
Dining Service Manager	-	-						
Student Activities Director	-	-						
TOTALS	80	100	31	2	25	27	21	3

Table 53. Non-Union Function of Union Director*

Non-Union Function or Responsibility	Total No.	Total %	Under 2500	2500-4999	5000-9999	Over 10,000
Student Activities	28	29	8	11	5	4
Organization Advisor	18	18	4	7	5	2
Conference Program	12	13	1	7	4	-
Personnel	12	13	7	3	2	-
Teaching	10	10	3	5	1	1
College Dining Service	9	9	4	1	2	2
Residence Halls	8	8	4	1	1	2
Concert Series	5	5	-	2	2	1
All Auxiliary Enterprises	3	3	1	1	1	-
Alumni Affairs	3	3	3	-	-	-
Campus Development	3	3	1	2	-	-
Lecture Series	3	3	2	1	-	-
Public Relations	3	3	1	-	-	2
Commencement	2	2	1	-	1	-
Business Office	1	1	1	-	-	-
Coaching	1	1	1	-	-	-
Convocation Series	1	1	-	-	-	1
Guidance-Counseling	1	1	1	-	-	-
Student Financial Aid	1	1	1	-	-	-

* 96 Unions

Table 54. Years of Employment in Present Position*

Staff Position	Total	Years 1 - 2 No.	1 - 2 %	3 - 5 No.	3 - 5 %	6 - 10 No.	6 - 10 %	11 - 15 No.	11 - 15 %	16 - 25 No.	16 - 25 %	Over 25 No.	Over 25 %
Director	148	42	28	50	34	32	22	11	7	6	4	7	5
Assistant Director	81	41	51	28	35	10	12	1	1	1	1	-	-
Administrative Assistant	21	9	43	3	14	4	19	5	24	-	-	-	-
Program Director	66	38	58	15	23	8	12	4	6	1	2	-	-
Food Manager	66	27	41	18	27	12	18	7	11	2	3	-	-
Bookstore Manager	29	13	45	8	28	2	7	1	3	3	10	2	7
Night Manager	10	7	70	1	10	2	20	-	-	-	-	-	-

* of 148 Unions

Table 55. Other Union Employment, By Position

Director

No. of Positions Held 1	2	3	4	5	Total No.	%	Nature of Employment Experience
					64	43	No previous Union experience
17	3				20	14	Union director position at another college
23	1	2	1	1	28	19	Subordinate Union positions at present college
23	7	5	1		36	24	Subordinate Union positions at other colleges
TOTALS					148	100	

Assistant Director

No. of Positions Held 1	2	3	4	5	Total No.	%	Nature of Employment Experience
					30	37	No previous Union experience
19	6				25	31	Other college Union Positions
13	11	2			26	32	Union positions held in other colleges
TOTALS					81	100	

Administrative Assistant

No. of Positions Held 1	2	3	4	5	Total No.	%	Nature of Employment Experience
					10	48	No previous Union experience
5					5	24	Other Union positions
4	2				6	28	Union positions held in other colleges
TOTALS					21	100	

Program Director

No. of Positions Held 1	2	3	4	5	Total No.	%	Nature of Employment Experience
					31	47	No previous Union experience
15	2				17	26	Other Union positions
8	10				18	27	Union positions held in other colleges
TOTALS					66	100	

Table 55. (Continued)

Food Manager							
No. of Positions Held					Total		
1	2	3	4	5	No.	%	Nature of Employment Experience
					32	48	No previous Union experience
15	2				17	26	Other Union positions
9	8				17	26	Union positions held in other colleges
TOTALS					66	100	

Table 56. Previous Non-Union Employment, By Position and Type of Employment*

Type of Employment	Director		Admin. Assistant		Program Director		Food Manager		Assistant Director		Bookstore Manager		Night Manager	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Educational	70	40	1	9	20	47	1	2	18	29	3	16	3	38
Coaching	11	6	-	-	3	7	-	-	6	9	-	-	1	13
Business	60	34	9	75	8	19	25	45	27	43	13	72	2	25
Government	9	5	-	-	3	7	-	-	2	3	1	6	-	-
Hotel-Restaurant	9	5	-	-	4	10	24	44	2	3	-	-	1	12
Service (Career)	13	8	2	16	4	10	5	9	8	13	1	6	1	12
Entertainment	4	2	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	176	100	12	100	42	100	55	100	63	100	18	100	8	100

* of 155 Unions

Table 57. Previous Non-Union Employment, By Number of Positions*

No. of Non-Union Positions Held	Director		Admin. Assistant		Program Director		Food Manager		Assistant Director		Bookstore Manager		Night Manager	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
0	1	1	-	-	-	-	-	-	2	4	-	-	-	-
1	89	69	10	91	33	89	45	92	37	71	14	88	7	88
2	27	21	-	-	2	5.5	3	6	8	15	2	12	1	12
3	7	5	1	9	2	5.5	1	2	3	6	-	-	-	-
4	4	3	-	-	-	-	-	-	-	-	-	-	-	-
5 Or More	1	1	-	-	-	-	-	-	2	4	-	-	-	-
TOTALS	129	100	11	100	37	100	49	100	52	100	16	100	8	100

* of 155 Unions

SECTION A-4

FINANCIAL OPERATION OF THE UNION

Table 58. Union Fees

Nature of Fee	No. of Unions	Per Cent
Building Operation Combined	88	59
Building Only	35	23
Operation Only	26	18
TOTALS	149	100

Table 59. Union Building Fee, Per Semester

Person Assessed	Total Schools	Amount Assessed $0-1.99	$2-4.99	$5-9.99	$10-14.99	$15-19.99	$20-24.99	Over $25
Undergraduate	107	3	18	39	26	16	3	2
Graduate Student	56	5	10	25	12	3	1	-
Faculty Member	19	7	4	4	4	-	-	-
Alumni Member	10	6	-	2	2	-	-	-
Life Member	8	4	-	1	1	-	-	2

Table 60. Union Building Fee, Per Semester, of Schools with Enrollment Under 2500

Person Assessed	Total Schools	$0-1.99	$2-4.99	$5-9.99	$10-14.99	$15-19.99	$20-24.99	Over $25
Undergraduate	29	2	4	7	7	6	1	2
Graduate Student	16	1	-	9	5	1	-	-
Faculty Member	4	1	-	2	1	-	-	-
Alumni Member	3	1	1	1	-	-	-	-
Life Member	2	-	-	1	-	-	-	1

Table 61. Union Building Fee, Per Semester, of Schools with Enrollment 2500-4999

Person Assessed	Total Schools	$0-1.99	$2-4.99	$5-9.99	$10-14.99	$15-19.99	$20-24.99	Over $25
Undergraduate	28	-	8	13	4	3	-	-
Graduate Student	16	-	8	7	-	-	1	-
Faculty Member	4	2	2	-	-	-	-	-
Alumni Member	-	-	-	-	-	-	-	-
Life Member	-	-	-	-	-	-	-	-

Table 62. Union Building Fee, Per Semester, of Schools with Enrollment 5000-9999

Person Assessed	Total Schools	$0-1.99	$2-4.99	$5-9.99	$10-14.99	$15-19.99	$20-24.99	Over $25
Undergraduate	26	-	6	7	9	3	1	-
Graduate Student	14	-	1	7	6	-	-	-
Faculty Member	4	-	2	-	2	-	-	-
Alumni Member	2	1	-	-	1	-	-	-
Life Member	1	-	-	-	-	-	-	1

Table 63. Union Building Fee, Per Semester, of Schools with Enrollment over 10,000

Person Assessed	Total Schools	$0-1.99	$2-4.99	$5-9.99	$10-14.99	$15-19.99	$20-24.99	Over $25
Undergraduate	24	1	-	12	6	4	1	-
Graduate Student	16	1	-	9	5	1	-	-
Faculty Member	4	1	-	2	1	-	-	-
Alumni Member	3	1	1	1	-	-	-	-
Life Member	2	-	-	1	-	-	-	1

Table 64. Building Fee Increase Since 1951*

	Amount of Increase				Per Cent of Increase				
Person Assessed	$0-4.99	$5-9.99	$10-20	Over $20	0-25%	26-50%	51-75%	76-100%	Over 100%
Undergraduate	19	4	2	-	8	10	4	1	2
Graduate Student	9	4	2	-	4	3	-	-	8
Faculty Member	2	-	-	-	1	-	-	-	-
Alumni Member	1	-	-	-	-	1	-	-	-
Life Member	1	-	-	-	-	1	-	-	-

* of 25 Unions

Table 65. Anticipated Increases in Building Fee, Per Year*

Person Assessed	Amount of Increase $0-1.99	$2-3.99	$4-5.99	$6-7.99	$8-9.99	$10-14.99	$15-20	Over $20
Undergraduate	5	3	3	-	-	2	1	-
Graduate Student	1	1	2	1	-	-	-	-
Faculty Member	-	1	-	-	-	-	-	-
Alumni Member	-	-	-	-	-	-	-	-
Life Member	-	1	-	-	-	-	-	-

* of 14 Unions

Table 66. Building Fee For Undergraduates in Summer Session*

Amount Assessed	Total Unions	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
$0-1.99	4	2	-	2	-
$2-4.99	28	3	10	7	8
$5-7.49	19	6	4	6	3
$7.50-10	3	-	2	-	1
TOTALS	54	11	16	15	12

Table 67. Operating Fee, Per Semester*

Person Assessed	Total Unions	$0-1.99	$2-4.99	$5-7.49	$7.50 9.99	$10-14.99	$15-20.	Over $20
Undergraduate	48	3	23	9	3	5	3	2
Graduate Student	16	1	7	6	1	1	-	-

* of 48 Unions

Table 68. Union Revenue Producing Departments - Food Service*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Operated by:										
College Union Management	72	42	11	20	19	37	22	59	20	65
College Dining Service	51	29	18	33	15	29	10	27	8	26
Institutional Caterer	35	20	19	34	13	26	2	5	1	3
Other Arrangement	16	9	7	13	4	8	3	9	2	6
TOTALS	174	100	55	100	51	100	37	100	31	100
Total Food Service Operations are:										
Entirely Self-supporting	95	87	29	78	23	92	20	91	23	92
Subsidized as to Any Losses	14	13	8	22	2	8	2	9	2	8
TOTALS	109	100	37	100	25	100	22	100	25	100
Expected to Contribute Profits to Total Operation	91	66	27	64	25	62	21	75	20	67
Expected to Divert Profits Elsewhere	24	17	9	22	8	19	5	18	2	6
Subject to Union Rental Charge for Space	24	17	6	14	8	19	2	7	8	27
TOTALS	141	100	42	100	41	100	28	100	30	100
Purchases are Handled by:										
College Union Management	66	35	13	21	18	32	19	51	16	44
College Dining Service	45	24	17	28	11	20	9	24	8	22
Institutional Caterer	33	17	17	28	13	23	2	6	1	3
College Purchasing Department	46	24	14	23	14	25	7	19	11	31
TOTALS	190	100	61	100	56	100	37	100	36	100

* of 174 Unions

Table 69. Union Revenue Producing Departments - Bookstore*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Operated by:										
College Union Management	45	29	17	29	10	23	10	32	8	36
College Business Office	71	46	32	54	19	44	13	42	7	32
Private Owner, Lease Basis	10	6	2	3	2	5	4	13	2	9
Other Arrangements	29	19	8	14	12	28	4	13	5	23
TOTALS	155	100	59	100	43	100	31	100	22	100
Bookstore Operations are:										
Entirely Self-supporting	94	94	37	95	24	92	20	100	13	87
Subsidized as to Any Losses	6	6	2	5	2	8	-	-	2	13
TOTALS	100	100	39	100	26	100	20	100	15	100
Expected to Devote % of Profits to Union:										
10-25%	16		2		10		4		-	
26-50%	2		-		1		1		-	
51-75%	-		-		-		-		-	
76-100%	30		13		6		7		4	
SUB-TOTALS	48		15		17		12		4	
Expected to Devote Profits Elsewhere	38		12		17		5		4	
Subject to Union Rental Charge for Space	39		9		10		7		13	
TOTALS	125		36		44		24		21	

* of 155 Unions

Table 70. Union Revenue Producing Departments - Guest Rooms*

	Total Unions		Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%	No.	No.	No.	No.
Operated by:						
College Union Management	25	76	2	5	9	9
College Business Office	1	3	-	1	-	-
College Housing Office	7	21	2	4	1	-
TOTALS	33	100	4	10	10	9
Guest Room Operations are:						
Entirely Self-supporting	21		3	5	8	5
Subsidized as to any Losses	-		-	-	-	-
Expected to Contribute Profits to Union	19		1	2	7	9
Expected to Divert Profits Elsewhere	2		2	-	-	-

* of 33 Unions

Table 71. Union Revenue Producing Departments - Concessions

Type of Concessions	Operating Basis: By Union		Commission		Space Rental		Profits: To Union		Diverted Elsewhere	
	No.	%	No.	%	No.	%	No.	%	No.	%
Barber Shop	22	34	12	18	31	48	42	84	8	16
Beauty Shop	5	50	1	10	4	40	4	57	3	43
Telephones	27	19	100	72	12	9	84	82	18	18
Juke Box	28	23	88	74	4	3	79	88	10	12
Western Union	2	12	10	63	4	25	14	93	1	7
Vending Machines	39	25	116	72	4	3	104	83	22	17

Table 72. Union Revenue Producing Departments - Concessions, By Enrollment

Type of Concession	Operating Basis: By Union No.	By Union %	Commission No.	Commission %	Space Rental No.	Space Rental %	Profits: To Union No.	To Union %	Diverted Elsewhere No.	Diverted Elsewhere %
Under 2500 Students										
Barber Shop	3	30	-	-	7	70	5	63	3	37
Beauty Shop	1	50	-	-	1	50	1	50	1	50
Telephones	8	20	26	67	5	13	16	61	10	39
Juke Box	9	26	24	68	2	6	17	71	7	29
Western Union	-	-	-	-	-	-	-	-	-	-
Vending Machines	12	22	41	74	2	4	27	67	13	33
2500 - 4999 Students										
Barber Shop	4	22	4	22	10	56	11	85	2	15
Beauty Shop	2	67	-	-	1	33	1	100	-	-
Telephones	6	16	30	79	2	5	26	90	3	10
Juke Box	4	14	23	82	1	4	22	92	2	8
Western Union	-	-	1	-	-	-	1	100	-	-
Vending Machines	8	20	32	78	1	2	31	97	5	3
5000 - 9999 Students										
Barber Shop	5	28	6	33	7	39	12	86	2	14
Beauty Shop	1	100	-	-	-	-	-	-	1	100
Telephones	4	14	23	82	1	4	19	86	3	14
Juke Box	7	23	24	77	-	-	19	95	1	5
Western Union	-	-	4	67	2	33	5	83	1	17
Vending Machines	9	30	21	70	-		24	96	1	4
Over 10,000 Students										
Barber Shop	10	53	2	10	7	37	14	93	1	7
Beauty Shop	1	25	1	25	2	50	2	67	1	3
Telephones	9	26	21	62	4	12	23	92	2	8
Juke Box	8	31	17	65	1	4	21	100	-	-
Western Union	2	22	5	56	2	22	8	100	-	-
Vending Machines	10	30	22	67	1	3	22	88	3	12

Table 73. Union Revenue Producing Departments - Other, By Enrollment

Department	Self-supporting No.	Self-supporting %	Subsidized No.	Subsidized %	Profits to Total Operation No.	Profits to Total Operation %	Profits Diverted Elsewhere No.	Profits Diverted Elsewhere %
All Schools								
Games	88	74	31	26	102	95	5	5
Movies	52	48	57	52	58	89	7	11
Program	23	19	97	81	26	93	2	7
General Services	64	66	33	34	55	100	-	-
Under 2500 Students								
Games	28	64	16	36	23	92	2	8
Movies	12	33	24	67	21	91	2	9
Program	5	14	30	86	4	100	-	-
General Services	19	61	12	39	7	100	-	-
2500 - 4999 Students								
Games	20	74	7	26	30	94	2	6
Movies	16	50	16	50	13	93	1	7
Program	8	23	27	77	7	88	1	12
General Services	16	73	6	27	12	100	-	-
5000 - 9999 Students								
Games	22	85	4	15	26	96	1	4
Movies	13	59	9	41	12	86	2	14
Program	6	21	23	79	8	89	1	11
General Services	18	69	8	31	21	100	-	-
Over 10,000 Students								
Games	18	82	4	18	23	100	-	-
Movies	11	58	8	42	12	86	2	14
Program	4	19	17	81	7	100	-	-
General Services	11	55	9	45	15	100	-	-

SECTION A-5

GENERAL UNION POLICIES

Table 74. Policy Establishment on General Business Matters, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established By:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	46	22	14	20	11	19	10	24	11	31	31	24	15	19
Business Office	25	12	14	20	6	11	4	10	1	3	12	10	13	16
Coordinated Union-Business Office	100	49	33	47	30	53	21	50	16	44	61	49	39	49
Union Policy Board	22	11	6	9	7	12	5	12	4	11	15	12	7	9
College Governing Board	9	4	3	4	3	5	1	2	2	5.5	4	3	5	6
Other	3	2	-	-	-	-	1	2	2	5.5	2	2	1	1
TOTALS	205	100	70	100	57	100	42	100	36	100	125	100	80	100

*of 174 Unions

Table 75. Policy Establishment on Purchasing Procedures, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	35	19	15	23	10	19	4	10	6	18	23	20	12	15
Business Office	61	32	23	35	22	41	10	26	6	18	31	27	30	39
Coordinated Union-Business Office	82	44	25	38	17	32	23	59	17	52	52	46	30	39
Union Policy Board	8	4	3	4	2	4	1	2.5	2	6	5	4	3	4
College Governing Board	-	-	-	-	2	4	-	-	1	3	1	1	2	3
Other	2	1	-	-	-	-	1	2.5	1	3	2	2	-	-
TOTALS	188	100	66	100	53	100	39	100	33	100	114	100	77	100

*of 170 Unions

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Table 76. Policy Establishment on Profit Goals, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	43	25	9	16	12	26	11	31	11	30	32	30	11	16
Business Office	19	11	10	18	8	18	-	-	1	3	6	6	13	19
Coordinated Union-Buiness Office	64	37	24	44	17	37	12	34	11	30	34	32	30	45
Union Policy Board	27	16	6	11	7	15	8	23	6	17	21	20	6	9
College Governing Board	15	9	6	11	2	4	2	6	5	14	10	10	5	8
Other	4	2	-	-	-	-	2	6	2	6	2	2	2	3
TOTALS	172	100	55	100	46	100	35	100	36	100	105	100	67	100

*of 165 Unions

Table 77. Policy Establishment on Food Prices, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	67	36	13	22	15	27	23	70	16	45	47	44	20	26
Business Office	38	21	20	33	11	20	2	6	5	14	19	18	19	24
Coordinated Union-Business Office	35	19	15	25	13	24	3	9	4	11	16	15	19	24
Union Policy Board	16	8	3	5	6	11	2	6	5	14	10	9	6	8
College Governing Board	8	5	3	5	2	4	-	-	3	8	5	5	3	4
Other	20	11	6	10	8	14	3	9	3	8	9	9	11	14
TOTALS	184	100	60	100	55	100	33	100	36	100	106	100	78	100

*of 173 Unions

Table 78. Policy Establishment on Bookstore Prices, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	32	27	9	19	5	14	11	48	7	37	15	23	17	27
Business Office	41	32	20	42	11	30	4	17	6	32	23	36	18	29
Coordinated Union-Business Office	17	13	6	13	9	25	2	9	-	-	8	13	9	15
Union Policy Board	5	4	2	4	1	3	1	4	1	5	3	5	2	3
College Governing Board	4	3	3	6	-	-	-	-	1	5	1	1	3	5
Publisher	27	21	8	16	10	28	5	22	4	21	14	22	13	21
TOTALS	126	100	48	100	36	100	23	100	19	100	64	100	62	100

*of 118 Unions

Table 79. Policy Establishment on Reserve for Repair and Replacement, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	34	20	9	15	8	18	9	25	8	27	21	21	13	19
Business Office	34	20	15	25	13	30	5	14	1	3	20	20	14	20
Coordinated Union-Business Office	67	39	21	34	18	41	16	44	12	42	37	37	30	43
Union Policy Board	15	9	5	8	4	9	4	11	2	7	10	10	5	7
College Governing Board	13	8	7	11	1	2	1	3	4	14	8	8	5	7
Other	7	4	4	7	-	-	1	3	2	7	4	4	3	4
TOTALS	170	100	61	100	44	100	36	100	29	100	100	100	70	100

*of 163 Unions

Table 80. Policy Establishment on Employee Wage Levels, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	40	19	12	17	13	23	10	22	5	13.5	25	18	15	19
Business Office	55	26	26	37	18	32	7	16	4	11	33	26	22	27
Coordinated Union-Business Office	60	29	19	27	16	28	15	33	10	27	37	29	23	29
Union Policy Board	14	7	3	5	4	7	4	9	3	8	10	8	4	5
College Governing Board	23	11	5	7	3	5	5	11	10	27	15	12	8	10
Other	17	8	5	7	3	5	4	9	5	13.5	9	7	8	10
TOTALS	209	100	70	100	57	100	45	100	37	100	129	100	80	100

*of 176 Unions

Table 81. Policy on Employee Benefits, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	16	8	5	8	5	10	4	9	2	6	11	9.5	5	7
Business Office	70	37	31	52	23	45	12	26	4	13	43	37	27	37
Coordinated Union-Business Office	48	25	12	20	10	19	16	35	10	31	28	24	20	27
Union Policy Board	11	6	3	5	2	4	4	8	2	6	9	8	2	3
College Governing Board	22	12	4	7	5	10	5	11	8	25	14	12	8	11
Other	22	12	5	8	6	12	5	11	6	19	11	9.5	11	15
TOTALS	189	100	60	100	51	100	46	100	32	100	116	100	73	100

*of 171 Unions

Table 82. Policy Establishment on Student Fees, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	11	6	6	9	3	6	1	2	1	3	4	3	7	9
Business Office	48	25	20	31	16	32	7	16	5	15	31	26	17	23
Coordinated Union-Business Office	42	22	14	22	8	16	11	26	9	28	24	21	18	25
Union Policy Board	15	8	3	5	5	10	6	14	1	3	10	9	5	7
College Governing Board	46	24	13	20	11	22	11	26	11	33	28	24	18	25
Other	28	15	8	13	7	14	7	16	6	18	20	17	8	11
TOTALS	190	100	64	100	50	100	43	100	33	100	117	100	73	100

*of 173 Unions

Table 83. Policy Establishment on Reserve Fund Deposits, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	13	8	3	6	3	7	3	9	4	13	9	9	4	7
Business Office	58	37	25	49	16	38	10	29	7	23.5	36	36	22	39
Coordinated Union-Business Office	48	30	11	21	13	31	17	50	7	23.5	30	30	18	31
Union Policy Board	10	6	2	4	2	5	1	3	5	16	8	8	2	3
College Governing Board	18	12	7	14	6	15	1	3	4	13	11	11	7	12
Other	11	7	3	6	2	4	2	6	4	13	6	6	5	8
TOTALS	158	100	51	100	42	100	34	100	31	100	100	100	58	100

*of 145 Unions

Table 84. Policy Establishment on Building Use, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	77	33	23	29	22	33	17	35	15	38	48	33	29	33
Business Office	3	1	2	2	1	2	-	-	-	-	3	2	-	-
Coordinated Union-Business Office	23	10	15	19	5	8	2	4	1	2	12	8	11	13
Union Policy Board	89	37	25	31	28	42	21	43	15	38	59	40	30	34
College Governing Board	34	15	12	15	9	13	7	14	6	15	20	14	14	16
Other	9	4	3	4	1	2	2	4	3	7	5	3	4	4
TOTALS	235	100	80	100	66	100	49	100	40	100	147	100	88	100

*of 171 Unions

Table 85. Policy Establishment on Program, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	94	40	29	38	29	43	19	40	17	40	54	38	40	45
Business Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Coordinated Union-Business Office	7	3	4	5	-	-	2	4	1	2	3	2	4	4
Union Policy Board	90	38	26	34	26	38	20	43	18	43	56	39	34	38
College Governing Board	30	13	13	17	13	19	2	4	2	5	21	14	9	10
Other	13	6	5	6	-	-	4	9	4	10	10	7	3	3
TOTALS	234	100	77	100	68	100	47	100	42	100	144	100	90	100

*of 172 Unions

Table 86. Policy Establishment on Building Development Plans, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	40	17	10	14	13	17	7	15	10	21	28	18	12	14
Business Office	19	8	7	10	7	10	2	4	3	7	14	9	5	6
Coordinated Union-Business Office	79	33	29	40	21	29	17	36	12	25	44	29	35	40
Union Policy Board	41	17	8	11	16	22	10	21	7	15	27	18	14	16
College Governing Board	44	18	14	19	9	12	8	17	13	28	30	20	14	16
Other	16	7	4	6	7	10	3	7	2	4	9	6	7	8
TOTALS	239	100	72	100	73	100	47	100	47	100	152	100	87	100

*of 174 Unions

Table 87. Policy Establishment on Disposition of Operating Surpluses, By Enrollment and Age*

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
Established by:	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union Staff	32	17	10	16	9	17	6	17	7	20	21	17	11	16
Business Office	30	16	12	19	10	18	5	14	3	9	20	17	10	15
Coordinated Union-Business Office	69	37	22	34	21	38	14	41	12	34	38	32	31	46
Union Policy Board	24	13	8	12	7	13	3	9	6	17	18	15	6	9
College Governing Board	21	11	9	14	4	7	3	9	5	14	14	12	7	10
Other	12	6	3	5	4	7	3	9	2	6	9	7	3	4
TOTALS	188	100	64	100	55	100	34	100	35	100	120	100	68	100

*of 167 Unions

Table 88. Use of Facilities for Union Program, By Enrollment

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Program Held Entirely Within Union	73	39	30	43	16	31	14	39	13	43
Other College Facilities Supplement Union's Facilities	115	61	40	57	36	69	22	61	17	57
TOTALS	188	100	70	100	52	100	36	100	30	100

Table 89. Responsibility for Union Program Planning and Execution, By Enrollment

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
No. Planned Program	11	6	6	8	5	10	-	-	-	-
Program Planned and Executed by Professional Staff	9	5	2	3	2	4	2	6	3	10
Program Planned and Executed by Coordinated Effort of Program Board, Committees and Staff	152	82	52	73	43	86	31	88	26	90
Other	14	7	12	16	-	-	2	6	-	-
TOTALS	186	100	72	100	50	100	35	100	29	100

Table 90. Constituency of Union Programs, By Enrollment

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Students Only	29	15	14	21	5	10	6	16	4	14
All Members of College Community	154	85	53	79	46	90	30	84	25	86
TOTALS	183	100	67	100	51	100	36	100	29	100
Townspeople in Addition to above	22	12	8	12	5	10	4	11	5	17

Table 91. Total Cost of Free Union Programs, By Enrollment

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Under $500	7	9	4	23	2	11	1	5	-	-
$ 500 - 999	1	1	1	5	-	-	-	-	-	-
$1000 - 1,999	1	1	-	-	-	-	1	5	-	-
$2000 - 2,999	5	7	2	11	2	11	-	-	1	6
$3000 - 4,999	11	14	3	17	4	21	3	14	1	6
$5000 - 7,499	12	16	2	11	4	21	3	14	3	17
$7500 - 10,000	8	12	1	5	1	5	6	29	-	-
Over $10,000	30	40	5	28	6	31	7	33	12	71
TOTALS	75	100	18	100	19	100	21	100	17	100

Table 92. Cost of Union Programs Per Full-Time Day Student,

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Under $1.00	35	34	5	15	13	45	11	46	6	38
$1 - 1.99	28	27	6	18	7	24	6	25	9	56
$2 - 2.99	13	13	6	18	3	11	3	13	1	6
$3 - 3.99	4	4	3	9	1	3	-	-	-	-
$4 - 4.99	7	7	3	9	1	3	3	12	-	-
Over $5.00	15	15	10	31	4	14	1	4	-	-
TOTALS	102	100	33	100	29	100	24	100	16	100

Table 93. Annual Surplus From Union Revenue Producing Programs, By Enrollment

	Total Unions		Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
Surplus	No.	%				
Under $500	6	21	4	1	1	-
$ 500 - 999	5	18	-	2	2	1
$ 1,000 - 1,999	3	11	-	1	-	2
$ 2,000 - 2,999	5	18	1	-	3	1
$ 3,000 - 4,999	3	11	1	-	-	2
$ 5,000 - 7,499	3	11	1	-	1	1
$ 7,500 - 9,999	-	-	-	-	-	-
$10,000 - 19,999	2	7	-	-	-	2
Over $20,000	1	3	-	-	-	1
TOTALS	28	100	7	4	7	10

Table 94. Annual Deficit From Union Revenue Producing Programs, By Enrollment

Deficit	Total Unions No.	Total Unions %	Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
Under $500	7	18	3	2	2	-
$ 500 - 999	3	8	-	3	-	-
$ 1,000 - 1,999	6	15	3	1	1	1
$ 2,000 - 2,999	7	18	1	5	1	-
$ 3,000 - 4,999	7	18	-	4	2	1
$ 5,000 - 7,499	1	3	-	-	1	-
$ 7,500 - 9,999	2	5	2	-	-	-
$10,000 - 19,999	2	5	-	1	-	1
Over $20,000	4	10	-	-	1	3
TOTALS	39	100	9	16	8	6

Table 95. Student Organization Office Space By Permanent Lease

Number of Organizations	Total Unions No.	Total Unions %	Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
0 - 3	43	53	14	9	8	12
4 - 6	24	30	7	10	5	2
7 - 10	9	11	1	3	5	-
11 - 15	3	4	1	-	2	-
16 - 20	1	1	-	-	1	-
Over 20	1	1	-	1	-	-
TOTALS	81	100	23	23	21	14

Table 96. Student Organization Office Space By Annual Renewal

Number of Organizations	Total Unions		Enrollment			
			Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
0 - 3	16	31	5	5	3	3
4 - 6	8	16	1	2	3	2
7 - 10	8	16	1	4	-	3
11 - 15	5	10	2	2	-	1
16 - 20	5	10	1	-	2	2
Over 20	9	17	-	1	4	4
TOTALS	51	100	10	14	12	15

Table 97. Student Organization Office Space for Special Activities Assigned for Short Term Use

Number of Organizations	Total Unions		Enrollment			
			Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
0 - 3	12	55	4	2	3	3
4 - 6	7	32	1	-	3	3
7 - 10	2	9	1	1	-	-
11 - 15	-	-	-	-	-	-
16 - 20	-	-	-	-	-	-
Over 20	1	4	-	1	-	-
TOTALS	22	100	6	4	6	6

Table 98. Responsibility for Union Maintenance Staff, By Enrollment and Age

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Unions: Before 1957		1957-62	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Maintenance staff primarily responsible to the University Maintenance Department	35	38	14	64	11	44	5	22	5	24	16	29	19	53
Maintenance staff primarily responsible to Union management	56	62	8	36	14	56	18	78	16	76	39	71	17	47
TOTALS	91	100	22	100	25	100	23	100	21	100	55	100	36	100

Table 99. Financing Union Maintenance Salaries, By Enrollment and Age

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Salaries of Maintenance Staff charged to general University budget	15	15	5	20	4	15	6	24	-		6	10	9	24
Salaries of Maintenance Staff charged to Maintenance Department	16	17	7	28	5	19	2	8	2	9	11	18	5	13
Salaries of Maintenance Staff charged to Union	56	57	8	32	14	54	16	64	18	82	38	64	18	47
Union shares part of the salary expense of its Maintenance Staff	11	11	5	20	3	12	1	4	2	9	5	8	6	16
TOTALS	98	100	25	100	26	100	25	100	22	100	60	100	38	100

Table 100. Financing Union Maintenance Supplies, By Enrollment and Age

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Maintenance supplies furnished by Maintenance Department	27	31	8	44	10	42	5	22	4	18	18	33	9	28
Maintenance supplies paid for by the Union	60	69	10	56	14	58	18	78	18	82	37	67	23	72
TOTALS	87	100	18	100	24	100	23	100	22	100	55	100	32	100

Table 101. Financing Union Building Repairs, By Enrollment and Age

	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Repairs paid for by the Maintenance Department	22	25	6	40	6	24	6	29	4	15	15	26	7	23
Repairs paid for by the Union	65	75	9	60	19	76	15	71	22	85	42	74	23	77
TOTALS	87	100	15	100	25	100	21	100	26	100	57	100	30	100

Table 102. Extent of Specialized, Full-Time Union Maintenance Positions, By Enrollment*

Position	Total Unions No.	Total Unions %	Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
Building Engineer	29	46	-	6	10	13
Electrician	11	17	-	-	3	8
Carpenter	9	14	-	-	4	5
Plumber	6	10	-	-	4	2
Mechanic	18	29	-	3	9	6
Painter	6	10	-	-	3	3
Sound Technician	3	5	-	1	1	1
General Laborer	34	54	3	12	10	9

* of 63 Unions

Table 103. Miscellaneous Services Available in Unions*

Service	Total Unions No.	Total Unions %	Enrollment: Under 2500 No.	Under 2500 %	2500-4999 No.	2500-4999 %	5000-9999 No.	5000-9999 %	Over 10,000 No.	Over 10,000 %
Bulletin Board Space	172	96	56	86	48	100	35	100	30	94
Lost & Found Department	159	88	53	81	44	92	35	100	26	81
Ticket Sales	143	79	45	70	42	87	30	86	26	81
Travel Board	113	63	28	40	32	67	32	91	21	66
PA Announcements	109	61	38	58	34	71	24	69	13	41
Record Library	107	59	28	43	33	70	23	66	23	72
Typing-Duplicating	94	52	23	35	26	54	21	60	24	75
Check Cashing	84	47	17	26	28	58	18	51	21	66
Free Telephones	79	44	24	37	22	46	19	54	14	46
Clearing House for Talent	73	41	12	18	21	44	23	66	17	53
Print & Painting Library	30	17	4	6	7	15	8	23	11	34
Western Union	18	10	-	-	4	8	6	17	8	25

* 180 Unions

Table 104. Equipment Loaned for Use Outside the Union Building*

Kind of Equipment	Unions with Loan Policy		Unions Charging for Loan	
	No.	%	No.	%
Tables	64	39	9	5
Chairs	63	38	10	6
Kitchenware, utensils, etc.	53	32	11	7
Recreation Equipment	46	28	6	2
PA Equipment	45	27	9	5
Movie-Slide Projectors	35	21	10	6
Office Machines	10	6	1	1

* 165 Unions

SECTION A-6

RELATION TO OTHER COLLEGE OR UNIVERSITY DEPARTMENTS

Table 105. Facilities Used By General Campus Activities (Non-Union)

Facilities	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Separate Building on Campus	19	17	8	24	-	-	6	22	5	28
Headquarters in Union	90	83	26	76	30	100	21	78	13	72
TOTALS	109	100	34	100	30	100	27	100	18	100
Combination of facilities on campus, including Union	86		41		21		13		11	

Table 106. Management Responsibility For General Campus Activities (Non-Union)

Management	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Non-Union personnel Responsible for General Student Activities	57	48	15	38	12	34	16	61	14	78
Union Director Doubles as Head of General Student Activities	61	52	24	62	23	66	10	39	4	22
TOTALS	118	100	39	100	35	100	26	100	18	100
Combination of Union and Non-Union Personnel Responsible for General Student Activities	72		26		21		14		11	

Table 107. Nature of Non-Union Program of Activities

Nature of Non-Union Program	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Conducted independently from Union Program	58	49	15	42	15	43	15	58	13	62
Correlated with Union Program	60	51	21	58	20	57	11	42	8	38
TOTALS	118	100	36	100	35	100	26	100	21	100
Union Program a part of General Student Activities	92		30		27		19		16	

Table 108. Relationship of Union and Student Government

Relationship	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Union Operated independently of Student Government	57	55	17	47	13	50	12	52	15	83
Union is agency of Student Government	46	45	19	53	13	50	11	48	3	17
TOTALS	103	100	36	100	26	100	23	100	18	100
Union operates independently of but maintains close liaison with Student Government	99		36		30		17		13	

Table 109. Facilities Used for Campus Adult Education Program

Facilities Available to Program	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Separate Adult Education Center Used	25	17	4	11	7	17	5	16	9	25
Union Primarily Used	25	17	5	14	8	20	7	23	5	14
Combination of Campus Facilities (including Union) used	94	66	27	75	26	63	19	61	22	61
TOTALS	144	100	36	100	41	100	31	100	36	100

Table 110. Personnel Responsible for Campus Adult Education Program

Management	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Non-Union Personnel Responsible for Organizing Adult Education	107	82	25	73	30	79	27	87	25	93
Union Director and/or staff Responsible for Organizing and Servicing Adult Education Program	7	6	2	6	3	8	2	6.5	-	-
Combination of Union and non-Union Personnel Responsible for Adult Education Program	17	12	7	21	5	13	2	6.5	2	7
TOTALS	130	100	34	100	38	100	31	100	27	100

Table 111. Special Services Rendered to Campus Adult Education Program

Special Services Rendered	No. of Unions
Registration	18
Typing and Duplicating	13
Information Center	26
Clerical Personnel for various Conference Functions	6
Transportation	4
Western Union	3
Meeting Supplies and Equipment	13

Table 112. Union Facilities Used for Campus Adult Education Program*

	Total Unions		Charge For Use	
Facility	No.	%	No.	%
Meeting Rooms	155	100	28	18
Committee Rooms	136	88	22	19
Auditorium	64	41	12	19
Theatre	33	21	8	24
Cafeteria	124	80	-	-
Snack Bar	142	92	-	-
Banqueting Facilities	126	81	-	-
Guest Rooms	29	19	-	-
Lounges	140	90		
Ballroom	110	71	31	28
Games Area	125	81	-	-
Faculty Dining Room	5	3	-	-
Music Room	8	5	-	-
Gift Shop	9	6	-	-
Bookstore	9	6	-	-

* 155 Unions

Table 113. Union Responsibility for Certain Business Procedures in Relation to College Business Office*

Business Procedure	Total Unions		Enrollment: Under 2500		Enrollment: 2500-4999		Enrollment: 5000-9999		Enrollment: Over 10,000		Age of Union: Before 1957		Age of Union: 1957-62	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Prepares own budget for submission to Business Office	158	88	52	80	45	94	35	100	25	78	93	85	65	93
Keeps detailed records of income and expense	151	84	53	82	39	81	33	94	26	81	89	81	62	89
Maintains daily cash sheets to Business Office with cash receipts and register tapes	113	63	37	54	38	79	24	69	14	44	63	57	50	71
Approves all invoices and sends to Business Office for payment	154	86	53	82	43	89	35	100	21	66	90	82	64	91
Prepares payrolls and sends to Business Office where checks are drawn	136	75	41	63	37	77	35	100	21	66	84	76	52	74
Keeps separate records for various revenue producing departments	136	75	39	60	37	77	32	91	28	88	85	77	51	73
Prepares monthly, quarterly and semi-annual statements of income and expense for the information of the Business Office	79	44	22	34	18	37	16	46	23	72	51	46	28	40
Prepares a report for full year operation for the record of the Business Office	88	49	30	31	22	46	18	51	18	53	57	52	31	44
Regularly reconciles Union financial operations with Business Office control accounts	123	68	41	63	32	67	28	80	22	69	76	69	47	67
Independent of Business Office	24	13	3	5	6	13	6	17	9	28	17	15	7	10

* 180 Unions

SECTION A-7

FACILITIES

Table 114. Union Building Facilities

(Survey Participation Totals)

Total Unions - 180

School Enrollment:
Under 2500 - 65
2500 - 4999 - 48
5000 - 9999 - 35
Over 10,000 - 32

Age of Unions:
Before 1957 - 110
1957 - 62 - 70

Type of Schools:
Urban - 131
Rural - 27
Suburban - 22

			Enrollment								Age of Union				Type of School					
	Total Unions		Under 2500		2500-4999		5000-9999		Over 10,000		Before 1957		1957-62		Urban		Rural		Sub-urban	
Facility	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Recreation Facilities:																				
Billiard Room	143	79	43	66	43	90	31	89	26	81	90	82	53	76	105	80	21	78	17	77
Table Tennis	147	82	50	77	45	94	28	80	24	75	87	79	60	86	105	80	27	100	15	68
Bowling	77	43	15	23	20	42	22	63	20	68	49	45	28	40	53	40	12	41	12	55
Swimming Pool	10	6	6	9	2	4	1	3	1	3	3	3	7	10	7	5	1	4	2	9
Card Room	102	57	42	64	24	50	20	57	16	50	56	51	46	66	72	55	20	74	10	45
Ice Skating Rink	11	6	5	8	2	4	2	6	2	6	7	6	4	6	9	7	1	4	1	5
Table Shuffleboard	20	11	7	11	5	10	5	14	3	9	11	10	9	13	15	11	3	11	2	9
Floor Shuffleboard	9	5	3	5	1	2	4	11	1	3	5	5	4	6	7	5	2	7	-	-
Social Facilities:																				
Ballroom	130	72	33	51	38	79	33	94	26	81	81	74	49	70	100	76	18	67	12	55
Party Room	62	34	18	28	14	29	17	49	13	41	36	33	26	37	54	41	4	15	4	18
Lounge	148	82	49	57	41	85	32	91	26	81	87	79	61	87	107	82	25	93	16	73
Faculty Lounge	59	33	15	23	14	29	15	43	15	47	40	36	19	27	45	34	6	22	8	36

Table 114. (Continued)

Facility	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62		Type of School: Urban		Rural		Sub-urban	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Cultural-Hobby Facilities:																				
Music Room (Listening)	126	70	31	48	39	81	30	86	26	81	76	69	50	70	98	75	18	67	10	45
Music Room (Practice)	40	22	12	18	9	19	12	34	7	22	26	24	14	20	29	22	4	15	7	32
Art Gallery	90	50	26	40	22	46	20	57	22	69	56	51	34	49	64	49	15	55	11	50
Corridor Art Cases	79	44	18	28	19	40	22	63	20	67	49	45	30	43	58	44	12	44	9	41
Photo Dark Room	83	46	20	31	21	44	25	71	17	53	48	44	35	50	62	48	12	44	9	41
Poster Room	107	59	28	43	30	67	26	74	23	72	66	60	41	59	79	60	14	52	14	64
Outing Headquarters	28	16	7	11	11	23	6	17	4	13	16	15	12	17	22	17	4	15	2	9
Amateur Radio Room	33	18	9	14	8	17	6	17	10	31	24	22	9	13	27	21	4	15	2	9
Auditorium	33	18	9	14	3	6	9	26	12	38	24	22	9	13	23	18	6	22	4	18
Theatre	22	12	8	12	2	4	5	14	7	22	12	11	10	14	18	14	2	7	2	9
Rehearsal Theatre	10	6	3	5	2	4	3	9	2	6	7	6	3	4	9	7	1	4	-	-
Craft Shop	37	21	7	11	9	19	11	31	10	31	23	21	14	20	31	24	-	-	6	27
Television Room	149	83	49	75	47	98	29	83	24	75	92	84	57	81	110	84	25	95	14	64
Browsing Room	61	34	15	23	13	27	15	43	18	56	39	35	22	30	47	36	7	26	7	32
Meeting Facilities:																				
Small Committee Room	163	91	59	91	42	88	34	97	28	88	93	85	70	100	118	90	26	96	19	86
Meeting Room	140	79	44	68	40	83	32	91	24	75	82	75	58	83	101	77	24	89	15	68
Kitchenette	70	39	22	34	19	40	18	51	11	34	42	38	28	40	54	41	10	37	5	27

Table 114. (Continued)

Facility	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62		Type of School: Urban		Rural		Sub-urban	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Service Facilities:																				
Coat Room (Unattended)	121	67	39	60	37	77	26	74	19	59	67	61	54	77	84	64	21	78	16	73
Check Room (Attended)	71	39	15	23	14	29	19	54	23	72	46	42	25	36	55	42	7	26	9	41
Information Desk	157	87	49	75	47	98	33	94	28	88	93	85	64	91	112	86	27	100	18	82
Western Union	18	10	1	2	3	6	5	14	9	28	16	15	2	3	14	11	3	11	1	5
Public (Pay) Phones	167	93	55	85	47	98	35	100	30	94	97	88	70	100	121	92	27	100	19	91
House Phones	93	52	30	46	25	52	18	51	20	68	58	53	35	50	69	53	15	55	9	41
Postal Service	87	48	31	48	22	46	17	49	17	53	47	43	40	57	63	48	13	48	11	50
Individual Mail Boxes	59	33	26	40	14	29	10	29	9	28	34	31	25	36	41	31	10	37	8	36
Ticket Office	93	52	23	35	24	50	23	66	23	72	61	55	32	46	68	52	10	37	15	68
Laundry-Dry Cleaning	18	10	7	11	1	2	5	14	5	16	12	11	6	9	13	10	4	15	1	5
Barber Shop	62	34	7	11	20	42	19	54	16	50	40	36	22	31	48	37	6	22	8	36
Beauty Shop	9	5	2	3	2	4	1	3	4	13	5	5	4	6	8	6	1	4	-	-
Lockers	78	43	17	26	23	48	18	51	20	68	50	45	28	40	54	41	13	48	11	50
Travel Agency	15	8	4	6	7	15	2	6	2	6	8	7	7	10	11	8	1	4	3	14
Parking Area	109	61	34	52	32	75	24	69	19	59	61	55	48	69	76	58	18	67	15	68
Food Facilities:																				
Cafeteria	151	84	49	75	41	85	33	94	28	88	91	83	60	86	106	81	26	96	19	86
Snack Bar	160	89	60	92	42	88	34	97	24	75	97	88	63	90	117	89	26	96	17	77
Restaurant-type Dining Room	47	26	11	17	7	14	14	40	15	17	30	27	17	24	38	29	7	26	2	9

Table 114. (Continued)

Facility	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000		Age of Union: Before 1957		1957-62		Type of School: Urban		Rural		Sub-urban	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Coffee Shop	19	11	5	8	3	6	5	14	6	19	13	12	6	9	13	10	2	7	4	18
Private Dining Room	101	56	30	46	25	52	23	66	23	72	62	56	39	56	70	53	21	78	10	45
Vending Machine Room	78	43	25	38	16	25	20	57	17	53	48	44	30	43	62	47	8	30	8	36
Banqueting	138	77	44	68	38	79	28	80	26	81	80	73	58	83	97	74	25	93	16	73
Kitchenette (Self-Service)	39	22	10	15	11	23	13	37	5	16	24	22	15	21	28	21	6	22	5	23
Commuter Facilities:																				
Lockers	50	28	14	22	14	29	18	51	14	44	30	27	20	29	37	28	5	19	8	36
Lounge	74	41	24	38	18	38	18	51	14	44	44	40	30	43	57	44	8	30	9	41
Dining Room	41	23	15	23	11	23	7	20	8	25	20	18	21	30	34	26	5	19	2	9
Cot Room	21	12	3	5	5	10	9	26	4	13	13	12	8	11	18	14	1	4	2	9
Dressing Room	16	9	4	6	3	6	5	14	4	13	8	7	8	11	15	11	-	-	1	5
Office Space	13	7	3	5	4	8	1	3	5	16	9	8	4	6	9	7	1	4	3	14
Organization-Activity Facilities:																				
Mail Boxes for Organizations	106	59	31	48	32	67	24	69	19	59	61	55	45	64	80	61	11	41	15	68
Storage lockers for Organizations	67	37	15	23	22	46	16	46	15	47	36	33	31	44	51	39	7	26	9	41
Campus Newspaper Office	43	24	14	22	13	27	9	26	5	16	30	27	13	19	35	27	4	15	4	18
Year Book Office	108	60	47	72	32	67	18	51	11	34	60	55	48	69	78	60	14	52	16	73

Table 114. (Continued)

Facility	Total Unions		Enrollment: Under 2500		Enrollment: 2500-4999		Enrollment: 5000-9999		Enrollment: Over 10,000		Age of Union: Before 1957		Age of Union: 1957-62		Type of School: Urban		Type of School: Rural		Type of School: Suburban	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Union-Board-Committee Office	125	69	34	52	40	83	28	80	23	72	79	72	46	66	88	67	19	70	18	82
Student Govt. Office	145	81	44	68	44	92	32	91	25	78	85	77	60	86	105	80	20	74	20	91
IFC Office	50	28	4	6	11	23	17	49	18	56	40	36	10	14	37	28	8	30	5	23
Panhellenic Office	42	23	3	5	10	21	16	46	13	41	35	32	7	10	32	24	7	26	3	14
Alumni Office	57	32	14	22	9	19	19	54	15	47	40	36	17	24	45	34	6	22	6	27
Religious Counselor Office	33	18	7	11	9	19	11	31	6	19	25	23	8	11	25	19	6	22	2	9
International Student Office	25	14	2	3	3	6	7	20	13	41	18	16	7	10	20	15	2	7	3	14
General Work Room	102	57	29	45	32	67	23	66	18	56	57	52	45	64	73	56	19	70	10	45
AWS Office	4	2	-	-	1	2	-	-	3	9	3	3	1	1	2	2	1	4	1	5
Alumni Lounge	17	9	5	8	1	2	5	14	6	19	13	12	4	6	14	11	3	11	-	-
Faculty Lounge	58	32	15	23	13	27	16	46	14	44	39	35	19	27	44	34	5	19	9	41
Chapel	11	6	2	3	1	2	4	11	4	13	7	6	4	6	10	8	-	-	1	5
Meditation Room	12	7	3	5	4	8	3	9	2	6	9	8	3	4	6	5	3	11	3	14
Student Literary Publications Office	3	2	-	-	1	2	2	6	-	-	2	2	1	1	3	2	-	-	-	-
Other Facilities:																				
Bookstore	107	59	42	65	29	60	19	54	17	53	53	48	54	77	77	59	14	52	10	45
Guest Rooms	30	17	3	5	9	19	8	23	10	31	23	21	7	10	23	18	2	7	5	23
Union Staff Administrative and Program Offices	140	78	45	69	38	79	31	89	26	81	85	77	55	79	102	78	20	74	18	82

Table 115. Billiards Facilities

No. of Tables	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	22	15	18	39	4	10	-		-	
3 - 6	57	40	23	50	23	56	8	27	4	16
7 - 10	34	24	5	11	12	29	11	36	5	19
11 - 15	21	15	-	-	2	5	8	27	11	42
16 - 20	8	5	-	-	-	-	3	10	5	19
Over 20	1	1	-	-	-	-	-	-	1	4
TOTALS	143	100	46	100	41	100	30	100	26	100

Table 116. Billiards Use Charge

Charge Per Hour	Total Unions	
	No.	%
No Charge	17	13
5 - 10¢	1	1
11 - 25¢	6	5
26 - 40¢	4	3
41 - 60¢	70	53
61 - $1.00	32	24
Over $1.00	1	1
TOTALS	131	100

Table 117. Table Tennis Facilities

No. of Tables	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	65	44	28	52	15	42	9	33	13	43
3 - 6	67	46	25	46	18	50	13	48	11	37
7 - 10	12	8	-	-	3	8	3	11	6	20
11 - 15	3	2	1	2	-	-	2	8	-	-
TOTALS	147	100	54	100	36	100	27	100	30	100

Table 118. Table Tennis Use Charge

Charge Per Hour	Total Unions	
No Charge	59	40
Charge (No Time Limit)		
5 - 10¢	6	4
11 - 25¢	5	4
Charge (Per Hour)		
5 - 10¢	8	6
11 - 25¢	27	19
26 - 40¢	28	20
41 - 60¢	8	6
61 - $1.00	1	1
TOTALS	142	100

Table 119. Bowling Facilities

No. of Ten Pin Lanes	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 3	1	1	1	6	-	-	-	-	-	-
4 - 6	23	32	12	71	8	50	2	10	1	6
7 - 10	22	31	4	23	8	50	6	28	4	23
11 - 15	11	16	-	-	-	-	7	34	3	18
16 - 20	14	20	-	-	-	-	6	28	9	53
TOTALS	71	100	17	100	16	100	21	100	17	100

Table 120. Bowling - Pinsetting Equipment

Type of Equipment	Total Unions		Age of Unions: Before 1957		1957-62	
	No.	%	No.	%	No.	%
Automatic	73	94	50	95	23	92
Semi-Automatic	4	5	3	5	1	4
Manual	1	1	-	-	1	4
TOTALS	78	100	53	100	25	100

Table 121. Bowling - Ownership of Pinsetting Equipment

Ownership of Equipment	Total Unions		Age of Unions: Before 1957		Age of Unions: 1957-62	
	No.	%	No.	%	No.	%
Owned	54	71	35	70	19	73
Leased	22	29	15	30	7	27
TOTALS	76	100	50	100	26	100

Table 122. Bowling - Charges Per Line

Kind of Bowling	Total Unions	Charge Per Line						
		20¢	25¢	30¢	35¢	40¢	45¢	50¢
Independent	64	2	8	36	16	2	-	-
League	57	1	8	32	14	1	-	1
Physical Education	29	9	9	10	-	-	-	1
Outside Groups	29	-	3	9	13	4	-	1

Table 123. Bowling - Charge Per Hour

Kind of Bowling	Total Unions	Charge Per Lane Per Hour				
		$1-1.99	$2-2.99	$3.00	$6.00	$10.00 and over
Independent	8	-	5	3	-	-
League	7	2	2	3	-	-
Physical Education	6	2	1	-	1	2
Outside Groups	6	-	3	1	-	2

Table 124. Bowling - Charge Per Semester

Kind of Bowling	Total Unions	Charge Per Student Per Semester				
		$5.00	$6-10.00	$11-13.00	$14-15.00	$16.0 and Over
Independent	-	-	-	-	-	-
League	-	-	-	-	-	-
Physical Education	24	1	10	6	5	2
Outside Groups	-	-	-	-	-	-

Table 125. Card Room Facilities

No. of Tables	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	1	1	1	3	-	-	-	-	-	-
3 - 5	25	24	12	32	5	19	6	29	2	12
6 - 8	40	39	14	38	14	52	6	28	6	35
9 - 12	13	13	2	5	3	11	4	19	4	24
Over 12	23	23	8	22	5	18	5	24	5	29
TOTALS	102	100	37	100	27	100	21	100	17	100

Table 126. Ballroom Facilities

No. of Ballrooms	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	96	74	32	91	31	86	20	67	13	45
2	23	18	3	9	5	14	3	10	12	41
3	7	5	-	-	-	-	4	13	3	10
4	4	3	-	-	-	-	3	10	1	4
TOTALS	130	100	35	100	36	100	30	100	29	100

Table 127. Ballroom - Typical Usage*

Usage	Total Unions	
	No.	%
Conferences	116	89
Banqueting	114	88
Receptions	114	88
Meetings	111	85
Lectures	109	84
Exhibits	95	73
Fashion Shows	91	71
Movies	88	68
Rehearsals - Band	4	3
Rehearsals - Drama	4	3

* Based on 130 Unions

Table 128. Lounge Facilities

No. of Lounges	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	49	32	23	47	14	33	9	29	3	12
2	45	30	13	27	17	40	8	25	5	20
3	34	23	10	20	7	18	8	25	8	32
4	11	7	2	4	2	5	3	9	5	20
5	4	3	-	-	1	2	1	3	2	8
6	1	1	1	2	-	-	-	-	-	-
Over 6	5	4	-	-	1	2	3	9	2	8
TOTALS	148	100	49	100	42	100	32	100	25	100

Table 129. Faculty Lounge Facilities

No. of Lounges	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	53	90	17	95	14	100	11	79	11	85
2	5	8	1	5	-	-	2	14	2	15
3	1	2	-	-	-	-	1	7	-	-
TOTALS	59	100	18	100	14	100	14	100	13	100

Table 130. Music Listening Rooms - Lounges

No. of Lounges	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	99	79	29	85	32	84	23	82	15	57
2	18	14	4	12	4	11	5	18	5	19
3	5	4	-	-	2	5	-	-	3	12
4	4	3	1	3	-	-	-	-	3	12
TOTALS	126	100	34	100	38	100	28	100	26	100

Table 131. Music Listening Rooms - Booths

No. of Booths	Total Unions No.	%	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
1	3	10	1	1	-	1
2	4	13	1	1	2	-
3	8	26	2	-	4	2
4	8	26	2	2	2	2
5	2	6	-	-	-	2
6	6	19	1	-	1	4
TOTALS	31	100	7	4	9	11

Table 132. Music Practice Rooms

No. of Rooms	Total Unions No.	%
1	17	54
2	9	28
3	2	6
4	2	6
Over 4	2	6
TOTALS	32	100

Table 133. Auditorium Facilities - Seating Capacity

Seating Capacity	Total Unions No.	%	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Under 250	12	28	-	3	4	5
250 - 500	21	49	6	2	5	8
501 - 750	3	7	2	-	-	1
751 - 1000	3	7	3	-	-	-
1001 - 1500	2	4.5	1	-	1	-
Over 1500	2	4.5	-	1	-	1
TOTALS	43	100	12	6	10	15

Table 134. Theater Facilities - Seating Capacity

Seating Capacity	Total Unions No.	Total Unions %	Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
Under 250	3	21	1	1	1	-
250 - 500	5	36	4	-	-	1
501 - 1000	2	15	-	-	1	1
1001 - 1500	3	21	-	-	-	3
Over 1500	1	7	-	-	1	-
TOTALS	14	100	5	1	3	5

Table 135. Conference (Small Committee) Room Facilities

No. of Rooms	Total Unions No.	Total Unions %	Enrollment: Under 2500 No.	Under 2500 %	2500-4999 No.	2500-4999 %	5000-9999 No.	5000-9999 %	Over 10,000 No.	Over 10,000 %
1	26	16	15	25	8	18	2	6	1	4
2 - 4	67	41	32	53	21	48	9	28	5	19
5 - 6	31	19	6	10	8	18	8	25	9	33
7 - 10	17	10	4	7	6	14	4	13	3	11
Over 10	22	14	3	5	1	2	9	28	9	33
TOTALS	163	100	60	100	44	100	32	100	27	100

Table 136. Meeting Room Facilities

No. of Rooms	Total Unions No.	Total Unions %	Enrollment: Under 2500 No.	Under 2500 %	2500-4999 No.	2500-4999 %	5000-9999 No.	5000-9999 %	Over 10,000 No.	Over 10,000 %
1	16	11	9	21	5	12	2	7	-	-
2 - 4	58	41	26	59	18	44	11	37	4	16
5 - 6	21	15	5	11	8	20	3	10	4	16
7 - 10	19	14	3	7	6	14	5	16	6	24
Over 10	26	19	1	2	4	10	9	30	11	44
TOTALS	140	100	44	100	41	100	30	100	25	100

Table 137. Coat Room Facilities (Unattended)

No. of Rooms	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	103	85	51	93	22	79	17	81	13	76
3	10	8	3	5	3	11	2	9	2	12
4	6	5	1	2	3	11	1	5	1	6
5	2	2	-	-	-	-	1	5	1	6
TOTALS	121	100	55	100	28	100	21	100	17	100

Table 138. Check Room Facilities (Attended)

No. of Rooms	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	49	78	13	93	10	77	12	80	14	67
2	9	14	1	7	3	23	3	20	2	9
3	5	8	-	-	-	-	-	-	5	24
TOTALS	63	100	14	100	13	100	15	100	21	100

Table 139. Public Telephone Facilities (Pay)

No. of Telephones	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	59	38	37	69	14	34	7	22	1	3
3 - 4	38	24	9	17	16	39	10	31	3	10
5 - 6	25	16	4	7	8	20	7	22	6	21
7 - 8	10	7	-	-	2	5	4	13	4	14
Over 8	24	15	4	7	1	2	4	12	15	52
TOTALS	156	100	54	100	41	100	32	100	29	100

Table 140. House Telephone Facilities

No. of Telephones	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	61	66	20	69	20	75	11	58	10	55
3 - 4	15	16	6	22	4	14	4	21	1	6
5 - 6	4	4	1	3	1	4	2	11	-	-
7 - 8	3	3	1	3	-	-	1	5	1	6
Over 8	10	11	1	3	2	7	1	5	6	33
TOTALS	93	100	29	100	27	100	19	100	18	100

Table 141. Barber Shop Facilities

No. of Chairs	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	10	17	6	67	4	20	-	-	-	-
3 - 4	26	43	2	22	15	75	7	44	2	13
5 - 6	15	25	1	11	-	-	7	44	7	47
7 - 8	6	10	-	-	1	5	1	6	4	27
9 - 10	3	5	-	-	-	-	1	6	2	13
TOTALS	60	100	9	100	20	100	16	100	15	100

Table 142. Lockers - Coin Operated

No. of Lockers	Total Unions		Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
1 - 25	12	39	3	3	-	6
26 - 50	9	29	1	6	1	1
51 - 100	-	-	-	-	-	-
101 - 150	4	13	1	-	-	3
151 - 200	2	6	-	-	1	1
Over 200	4	13	-	-	2	1
TOTALS	31	100	5	10	4	12

Table 143. Lockers - Rental

No. of Lockers	Total Unions		Enrollment			
			Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
1 - 25	5	11	3	1	1	-
26 - 50	17	38	4	6	5	2
51 - 100	7	16	-	2	1	4
101 - 150	3	7	-	1	1	1
151 - 200	3	7	1	1	-	1
Over 200	9	21	3	1	2	3
TOTALS	44	100	11	12	10	11

Table 144. Parking Area - Staff

No. of Cars Accommodated	Total Unions		Enrollment							
			Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 10	14	18	6	22	4	20	4	21	-	-
11 - 20	12	16	3	11	5	25	4	21	-	-
21 - 30	7	9	5	19	1	5	1	5	-	-
31 - 50	9	12	3	11	3	15	2	11	1	9
Over 50	35	45	10	37	7	35	8	42	10	91
TOTALS	77	100	27	100	20	100	19	100	11	100

Table 145. Parking Area - Public

No. of Cars Accommodated	Total Unions		Enrollment			
			Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
1 - 20	6	11	2	3	1	-
21 - 50	9	16	3	2	3	1
51 - 75	9	16	5	1	1	2
76 - 100	5	9	2	1	2	-
101 - 150	4	7	1	-	1	2
Over 150	23	41	6	7	6	4
TOTALS	56	100	19	14	14	9

Table 146. Food Facility - Cafeteria

Seating Capacity	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Under 100	2	2	1	2	-	-	1	4	-	-
100 - 200	16	14	9	24	2	7	3	13	2	8
201 - 300	20	17	6	16	7	24	3	13	4	16
301 - 400	22	19	8	21	6	21	4	17	4	16
401 - 500	18	15	3	8	5	17	5	20	5	20
501 - 750	26	22	8	21	6	21	6	25	6	24
751 - 1000	9	8	3	8	1	3	2	8	3	12
Over 1000	3	3	-	-	2	7	-	-	1	4
TOTALS	116	100	38	100	29	100	24	100	25	100

Table 147. Food Facility - Snack Bar

Seating Capacity	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Under 100	21	18	12	30	3	11	4	15	2	9
100 - 200	31	27	15	38	10	36	3	12	3	13
201 - 300	26	22	8	20	7	25	7	28	4	17
301 - 400	18	15	4	10	6	21	4	15	4	17
401 - 500	11	9	1	2	2	7	4	15	4	17
Over 500	10	9	-	-	-	-	4	15	6	27
TOTALS	117	100	40	100	28	100	26	100	23	100

Table 148. Food Facility - Restaurant-type Waiter Service Dining Room

Seating Capacity	Total Unions		Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
Under 50	4	8	2	2	-	-
21 - 75	6	13	2	2	-	2
76 - 100	12	26	3	1	4	4
101 - 150	7	15	1	1	2	3
151 - 200	7	15	1	-	3	3
Over 200	11	23	3	3	2	3
TOTALS	47	100	12	9	11	15

Table 149. Food Facility - Coffee Shop

Seating Capacity	Total Unions No.	Total Unions %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
Under 50	1	6	-	-	1	-
51 - 75	-	-	-	-	-	-
76 - 100	6	38	1	1	3	1
101 - 150	3	19	2	-	-	1
151 - 200	1	6	1	-	-	-
Over 200	5	31	-	1	1	3
TOTALS	16	100	4	2	5	5

Table 150. Food Facility - Private Dining Rooms

No. of Rooms	Total Unions No.	Total Unions %	Enrollment Under 2500 No.	Under 2500 %	2500-4999 No.	2500-4999 %	5000-9999 No.	5000-9999 %	Over 10,000 No.	Over 10,000 %
1 - 2	53	54	22	76	17	74	8	38	6	24
3 - 4	24	25	6	21	5	22	6	29	7	28
5	5	5	-	-	-	-	4	19	1	4
Over 5	16	16	1	3	1	4	3	14	11	44
TOTALS	98	100	29	100	23	100	21	100	25	100

Table 151. Food Facility - Vending Machine Room

Seating Capacity	Total Unions No.	Total Unions %	Enrollment Under 2500	2500-4999	5000-9999	Over 10,000
10 - 25	6	20	2	2	1	1
26 - 50	9	30	-	2	4	3
51 - 100	10	33	2	-	5	3
Over 100	5	17	3	1	-	1
TOTALS	30	100	7	5	10	8

Table 152. Vending Machines

No. of Machines	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	2	3	1	5	1	13	-	-	-	-
3 - 4	16	26	11	50	1	13	3	18	1	7
5 - 6	19	31	6	27	2	25	5	29	6	40
7 - 8	11	18	2	9	1	12	5	29	3	20
9 - 10	4	6	-	-	1	12	-	-	3	20
Over 10	10	16	2	9	2	25	4	24	2	13
TOTALS	62	100	22	100	8	100	17	100	15	100

Table 153. Commuter Locker Facilities

No. of Lockers	Total Unions		Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
1 - 25	6	19	4	1	-	1
26 - 50	9	27	3	3	2	1
51 - 100	5	15	1	1	1	2
101 - 200	4	12	-	2	1	1
Over 200	9	27	4	1	3	1
TOTALS	33	100	12	8	7	6

Table 154. Commuter Cot Room Facilities

No. of Cots	Total Unions		Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
1 - 2	6	40	2	2	2	-
3 - 4	2	13	-	-	1	1
5 - 6	2	13	-	1	-	1
7 - 10	2	14	1	-	-	1
Over 10	3	20	-	-	3	-
TOTALS	15	100	3	3	6	3

Table 155. Offices for Union Board and Union Committees

No. of Offices	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	62	61	18	64	24	73	14	61	6	36
2	23	23	6	22	6	18	5	22	6	35
3	10	10	3	11	3	9	4	17	-	-
Over 3	6	6	1	3	-	-	-	-	5	29
TOTALS	101	100	28	100	33	100	23	100	17	100

Table 156. Filing Accommodation in General Work Room For Student Organizations

No. of Organizations Accommodated	Total Unions		Enrollment: Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 5	12	16	3	13	6	23	1	6	2	18
6 - 10	16	21	7	29	5	19	3	19	1	9
11 - 15	13	17	4	17	4	16	3	19	2	18
16 - 25	8	10	3	12	1	4	3	19	1	9
26 - 50	18	23	7	29	5	19	3	19	3	28
Over 50	10	13	-	-	5	19	3	18	2	18
TOTALS	77	100	24	100	26	100	16	100	11	100

Table 157. Desk Accommodation in General Work Room For Student Organizations

No. of Desks	Total Unions		Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 - 2	11	18	3	19	2	11	5	29	1	11
3 - 4	15	25	7	44	4	22	3	18	1	11
5 - 6	17	29	4	25	7	39	4	24	2	23
7 - 8	5	8	1	6	2	11	-	-	2	22
Over 8	12	20	1	6	3	17	5	29	3	33
TOTALS	60	100	16	100	18	100	17	100	9	100

Table 158. Religious Counselor Offices

No. of Offices	Total Unions No.	Total Unions %	Enrollment: Under 2500	2500-4999	5000-9999	Over 10,000
1	13	52	4	4	5	-
2	3	12	1	-	2	-
3	5	20	-	2	1	2
Over 3	4	16	1	1	2	-
TOTALS	25	100	6	7	10	2

Table 159. Bookstore Facility

Size in Square Feet	Total Unions No.	Total Unions %	Under 2500 No.	Under 2500 %	2500-4999 No.	2500-4999 %	5000-9999 No.	5000-9999 %	Over 10,000 No.	Over 10,000 %
Under 1500	17	24	11	46	4	19	1	6	1	8
1501 - 2500	14	19	6	25	7	33	-	-	1	8
2501 - 5000	16	21	5	21	4	19	2	12	5	43
5001 - 7500	11	15	1	4	4	19	6	35	-	-
7501 - 10,000	6	8	-	-	2	10	3	18	1	8
Over 10,000	10	13	1	4	-	-	5	29	4	33
TOTALS	74	100	24	100	21	100	17	100	12	100

Table 160. Guest Room Facility

No. of Rooms	Total Unions		Enrollment			
			Under 2500	2500-4999	5000-9999	Over 10,000
	No.	%				
1 - 10	19	64	3	8	2	6
11 - 25	4	13	-	1	3	-
26 - 50	1	3	-	-	1	-
51 - 100	4	13	-	-	2	2
Over 100	2	7	-	-	-	2
TOTALS	30	100	3	9	8	10

Table 161. Union Staff Administrative - Program Offices

No. of Offices	Total Unions		Enrollment							
			Under 2500		2500-4999		5000-9999		Over 10,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
1	26	19	16	38	6	14	3	11	1	4
2	23	16	13	31	10	24	-	-	-	-
3	31	22	7	17	16	38	5	18	3	11
4	14	10	1	2	4	10	5	18	4	14
5 - 6	16	11	3	7	4	10	4	14	5	18
7 - 8	12	9	2	5	2	4	1	3	7	25
9 - 10	6	4	-	-	-	-	5	18	1	3
Over 10	12	9	-	-	-	-	5	18	7	25
TOTALS	140	100	42	100	42	100	28	100	28	100

Association of College Unions-International

The Association was founded in 1914; it is one of the oldest intercollegiate educational organizations. Its purpose is to provide an opportunity for unions to join in studying and improving their services, and to assist in the development of new college unions.

The Association membership numbers approximately 650 colleges and universities, including junior colleges, in the United States, Canada, England, Australia, New Zealand, Japan, Taiwan, the Philippines, and Puerto Rico. Included are many "Houses", "Halls", and "Centers" which serve as community centers for the campus, whether they be found at co-educational, men's, or women's colleges. It is not necessary to have a building to be an Association member.

Regional Representatives from 15 geographical areas of the United States and Canada assist in the general development of the Association, advise on matters of policy, and arrange for regional conferences in the fall which emphasize both student and staff participation.

An international conference is held annually for staff members.

A central headquarters, information service, and employment service are maintained at Willard Straight Hall, Cornell University, Ithaca, N. Y. Copies of all Association publications may be obtained from this office. Also on file are copies of surveys and studies made on many aspects of union operation.

The standing committees of the Association foster studies and programs concerned with the arts, recreation, junior colleges, international relations, public relations, professional development, research, joint efforts with other educational associations, and special projects.